

## NFI Kit Guidelines

*January 2020*

### Overview

This document has been developed by a Technical Working Group (TWG), Somalia Shelter Cluster. It considers the lessons learnt during the implementation of the NFI activity in recent years.

It provides guidance to the cluster partners on appropriate processes for the distribution of non-food items (NFI) kits and the key considerations to observe throughout the project cycle. This guideline aims to harmonize the process and kit contents to ensure equality, consistency of implementation approaches and technical standards.

#### **This guideline is linked to HRP (2020) Objective 2: Living Standards**

Meet the basic needs of 3 million people including 1.6 million non-IDPs and 1.4 million IDPs across 74 districts by the end of 2020.

#### **In addition, this guideline is linked to Shelter Cluster Objective 1:**

Ensure that 1,300,000 persons affected by conflict and natural disasters have protection from the weather and privacy through provision of emergency shelter and NFIs.

Distribution of NFI kits has been one of the main shelter cluster interventions and the cluster partners will continue to distribute the NFI kits based on the needs of the affected population. In 2019 (January to October), out of targeted 884,000 individuals for NFI support in 2019, only 278,313 individuals (31% of target) have received NFI assistance due to insufficient funding.

The target groups include IDPs, host communities and refugee returnees. Newly displaced IDPs, evictees, the recently returned refugees and host communities affected by the conflict and natural disasters such as flooding should be prioritised. Partners should prioritise areas with high severity and people in need (PiN).

### Process

Provision of NFI kits should follow following steps:

- **Identification of needs:** Initially the needs can be identified by a partner or can be referred by local authorities to another partner or the shelter cluster. The affected population can also contact one of the partners or the local authorities in their catchment for NFI support. Partners are required to submit the 4W matrix with complete information in order for the Shelter cluster to identify the presence of the partners and to coordinate efforts.

- **Assessment:** The next step is to launch a household level NFI assessment to identify the NFI needs in the areas of concern. For a harmonised approach, a common assessment framework will be developed by the shelter cluster for the purpose of assessing the needs. The assessment should cover the registration of household with all required information, vulnerability assessment of the household, availability of NFI at household level, preferred modality and a separate market survey to assess if NFIs are available in sufficient quantity and quality in the markets surrounding the area of response. The survey should also measure if markets are safely accessible to people. The assessment findings will inform the kit contents and the modality of assistance.
- **Determining implementation modality:** Based on the market findings and affected population preferences, the partner will design the most appropriate NFI programme, which can be either through cash or voucher assistance (CVA) or in-kind distribution. Provision of assistance through CVA brings several advantages as affected population can buy the items (including quantity and size) they need from the local markets and it also supports the local economy. However, it is recommended for partners to carefully assess the quality and quantity of items in the local markets, as well as the capacity of vendors to scale up quantity of NFI. The considerations before and during the distribution are mentioned below.
- **Distribution:** Distribution location should be carefully selected and all beneficiaries should be notified in advance. During the distribution, partners should mobilise enough staff members to ensure smooth distribution process and to provide support to older people, pregnant women, people with disability and sick as required.
- **Monitoring:** Partners should strive to minimize the harm they may inadvertently cause through provision of assistance. As such all partners are responsible to monitor the NFI distribution and the markets close to target populations. They are accountable to ensure assistance is provided safely and that beneficiaries have access to complaints and feedback mechanisms. Monitoring should be done throughout the period of intervention to ensure risks are identified and carefully mitigated. A post-distribution monitoring (PDM) is also required after four to six weeks of distribution, but no later twelve weeks. The harmonized cluster PDM form should be used for monitoring and the PDM report should be shared with the cluster. The cluster will compile the received PDM reports including learnings and will share the compiled report with the partner. The learnings will help to improve the future programming.
- **Reporting:** Partners should report all planned, ongoing and completed NFI activities to the cluster through 4W reporting matrix. And as mentioned above, the PDM reports should also be shared with the cluster who will consolidate all reports from partners to produce a learning document highlighting key achievements and challenges with the cluster partners, the inter-cluster coordination group and the Somalia cash working group.

## Considerations

Partner should consider following before and during the distribution of NFI kit (in kind/cash):

### **Before Intervention:**

- When targeting, partner should clearly communicate the targeting criteria to all households living in a community or IDP site. The existing committee at settlement/community level can be mobilised for beneficiary selection. Partner should ensure that no one is excluded on the basis of status and affiliations. Targeting should be based on the needs and vulnerability. In addition, partner should use proper communication means within the target area to ensure the message on target group, assistance, duration and modality is understood by all groups (beneficiary and non-beneficiary).
- Partner should conduct a market assessment and ask beneficiaries about their choice on response modality. The risk associated with the cash based assistance and availability of the items in local market, distance of the market from the community, safe access to market and means of transportation should be carefully considered.
- Decision on the modality has to be carefully made and communicated to the beneficiaries with all details such as the amount of cash or voucher or the kit contents with the quantity of items.
- Vendors should be identified in advance and the quality and price of the items should be negotiated to ensure the best value of the money.
- Partner are advised to have a contractual agreement with vendors to ensure they respect their commitment on supply, prices, quality and availability of goods.
- **Cash and voucher assistance:** The list of vendors, location of shops, opening time, duration for which items will be available should be clearly communicated in advance to all beneficiaries through most effective way of communication.
- **In kind assistance:** The location of distribution, time and date should be clearly communicated to all beneficiaries in advance through most effective way of communication. If the distribution is planned for several days, beneficiaries should know in advance which day to go to collect the assistance.
- **Number of kits:** If the size of the household is twelve or above, it is recommended to give two kits.
- The date and time of the distribution should be selected in way that it does not interfere with other activities and is convenient to the beneficiaries.
- The selected location for the distribution should be safe, sufficiently close to the community and access to the distribution site of physically challenged, sick, older people and children should be ensured and all required supports should be provided.
- The local authorities, community leaders and camp managers should be informed about the planned distribution with all required details.
- For any reasons that are beyond control, the distribution is postponed, the reason and new distribution date should be communicated to all concerned.
- There should be a mechanism for complaint and feedback that is communicated and explained to all households.

#### **During Invention:**

- Distribution should take place during the daylight hours. Travel time from the distribution centre to the community or IDP sites should be factored.
- There should always be female staff present during the distribution.
- There should be separate line for male and female during the distribution.

- Distribution should take place under a shed. Existing structures including distribution point constructed by another organisation, if available should be used. Alternatively the shed can be constructed and related cost can be charged to the distribution cost.
- Physically challenged people, older people, sick and children should be prioritised and supported as necessary during the distribution.
- There should be a mechanism for complaint and feedback at the distribution centre as well as at community/settlement level that is communicated and explained to the whole community. This will enable beneficiaries to complain and provide feedback but also non-beneficiaries who think that they have been left out for unjust reasons.

## Cost of NFI Kit

The cost of the kit is not included in this document as it varies from location to location. However for planning purpose, the cluster recommends to use USD 100. This does not include the cost of transportation, storage, distribution and money transfer charges in case the assistance is provided through cash. The market assessment should inform the cost of the kit or amount of the cash assistance. The cluster plans to monitor the price of key items in main urban centers of the country periodically. The price monitoring will be consolidated and shared with the partners to plan their NFI interventions.

In case beneficiaries need to pay for transport, the transportation cost should be added to the assistance amount.

## NFI kit contents:

The following table enlists all items that are part of the standard NFI kit.

| S.N. | Item          | Size          | Unit | Description  | Quantity |
|------|---------------|---------------|------|--|----------|
| 1    | Plastic sheet | 4 m x 5 m     | No.  | Woven high density polyethylene (HDPE) fibers laminated on both sides with low density polyethylene (LDPE) coating. Material density: 190 g/m <sup>2</sup> . Tensile strength: Minimum 600 N both directions.                  | 1        |
| 2    | Blanket       | 1.5 m x 2.0 m | No.  | Synthetic blankets made of polyester or acrylic materials. Material density: 350 to 670 g/m <sup>2</sup> . Thickness: Minimum 3 mm. Tensile strength: Minimum 250 N.   | 3        |
| 3    | Sleeping mat  | 1.8 m x 0.9 m | No.  | Synthetic yarn from virgin or recycle raw material. - Material density: 500 g/m <sup>2</sup> .   | 2        |
| 4    | Kitchen set   | NA            | Set  | Cooking pots (stainless steel or aluminum) with lids : 7 litres capacity-1 No. and 5 litres capacity- 1 No.<br>Stainless steel plate (dia 25 cm): 5 No.<br>Stainless steel bowl (1 litre): 5 No.<br>Stainless steel cup: 5 No. | 1        |

|   |              |                      |     |  |   |
|---|--------------|----------------------|-----|--|---|
|   |              |                      |     | Stainless steel table spoon: 5 No.<br>Kitchen knife: 1 No.<br>Serving spoon: 1 No.<br>Kettle: 1 No.  |   |
| 5 | Mosquito net | 1.8 m X1.6 m X 1.5 m | No. | Long lasting insecticidal nets treated with WHO PES recommended insecticides.<br>Material: 100% Polyethylene or polyester                    | 1 |
| 6 | Solar lamp   |                      | No. | Portable Solar Powered LED Lamp with 0.5W/ 4.4V mono-crystalline solar panel with rechargeable battery.                                      | 1 |
| 7 | Jerry cans   | 10 litres            | No. | Non-collapsible*.<br>Material: Food grade LDPE.<br>Weight: 190-230 g<br><i>*Where possible, non-collapsible jerrycan should be provided.</i> | 2 |