**UNHCR REPRESENTATION TO NIGERIA AND ECOWAS**

**STANDARD OPERATING PROCEDURES FOR NON FOOD ITEMS (NFIs) DISTRIBUTION**

The Nigerian Operation being at an unstable emergency stage, Most of the NFIs are distributed on need basis to targeted groups of beneficiaries. Considering that the displaced population is very large and cannot be reached 100%, the very vulnerable population (very old, women headed households, children headed households, lactating mothers, terminally ill population) are targeted mostly. Coupled also that the PPG is IDPs situation where there are many partner actors, distribution of NFIs targets population that is not reached either by UNHCR or other actors.

***Warehousing strategy***

Currently the Inventory Management infrastructure is as follows in Nigeria:

1. Bauchi main Warehouse: entry point for all NFIs ordered
2. From the main Warehouse, the 4 Field Unit (Maiduguri, Damaturu, Yola, Jalingo and Makurdi), locations receive NFIs base on the needs in those locations determined by assessment and protection monitoring assessments, while Gombe is covered from Bauchi.

***Key points from inventory Management policy***

The following key points are adopted to facilitate effective Inventory Management;

* Stock request is usually approved by HoSO through email or printed request.
* Stock release is then approved in MSR.
* The approval from HoSO is not an authorization to move the entire quantity out of the warehouse. But rather to release based on the operational/distribution plan from the field location.
* Approval by HoSO and MSR can be issued gradually.
* Any item issued from a Warehouse (through an approved MSR and duly picked up & shipped) should NOT be brought back into the warehouse
* NFls is then issued in a manner to limit to the extreme, minimum quantities of leftover after distribution
* Any leftover should be included in the immediate following distribution exercise.

***Distribution plan***

**Quantities estimate for the year**

Supply Unit as per policy instruction draws the NFI forecast plan in collaboration with programme and based on input from the Field Offices. This forecast should include a gap analysis and should lead to budgetary allocation for NFIs and placement of orders, before the end of January.

**Distribution plan**

In close collaboration with the relevant partners (Camp Management IDP Representatives, Community Leaders, Community Services, Nigerian Red Cross Society, State Emergency Management Agency and National Emergency Management Agency) each field Office makes a request based on the projection of the needs. When fluid situations are projected by any Field location, a certain quantities of NFIs are prepositioned for possible intervention.

**Prepositioning and dispatch of NFIs**

Based on the schedule and assuming that the goods are available (ordered in required quantities and received on time) Supply/Programme SO Bauchia Unit would have a dispatch plan to ensure that the right quantities of NFIs are prepositioned in every field location at the required time.

Issuance of NFIs is done in strict adherence to the policy particularly regarding the points listed above.

***Distribution Exercise: Roles and Responsibilities***

* UNHCR will engage at least two or more of the following partners: State Emergency Management Agency, National Emergency Management Agency, Nigerian Red Cross Society, IDP Representatives, Camp Managers or Community Leaders during distribution which will be done under strict supervision UNHCR Community Service/Protection/Programme personnel.
* Preparation of a distribution list/registration of beneficiaries under the supervision of UNHCR office
* Practical arrangement for the distribution at a scheduled time under the supervision of UNHCR.
* The dispatch, transportation and distribution of NFIs is handled directly by UNHCR. Commercial transporter(s) will be engaged to transport NFIs to Field Locations.

UNHCR Staff from relevant sections/ units are responsible for:

* (supply Unit )preparing the MSR upon instruction from the Head of office and in accordance with the Distribution plan endorsed by the management
* (**Head of office or programme officer**) Approved and supervising the shipping according to the schedule.
* (**protection**)providing the distribution partner with the list of beneficiaries based on the targeting criteria established by the Head of Office and approved by the distribution exercise in collaboration with **Partners, IDP Representatives and Community Leaders or Camp Managers.**

Distribution Report

The Distribution Report should be finalized by the UNHCR staff who oversees the distribution in particular location.

All the Reports and list of beneficiaries should be shared with Programme Unit for filing and consolidation into summarized list of beneficiaries (without names),

Programme Supply

Date: ………………… Date: …………………..