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Non-Food Items (NFI) Technical Guidance

V13 - June 2018

This document provides advice to agencies delivering Non-Food Item (NFI) programming in Iraq to support conflict-affected families preserve life, health, safety and well-being, and to live in dignity. It has been produced with significant input from cluster partners.

To be reviewed in 6 months

INTRODUCTION

This document provides guidance to humanitarian agencies involved in the delivery of Non-Food Item (NFI) assistance in Iraq to support highly vulnerable families with individual and general household items to preserve their health, safety, dignity, and well-being. The kits used within this guidance are based on families of six people. Partners should tailor packages (both in type and quantity of items) based on needs and anticipated family size if the rationale of six persons per household is not deemed appropriate. The focus of the items and kits described in this guidance document are general household and personal support items, and not household shelter construction support items. Household shelter construction support items, including Sealing Off Kits (SOK), are described in other Shelter and NFI Cluster guidance.

A primary principle is to ensure that the quality of items meets needs adequately and in a long-lasting manner, is fit for purpose, and does not pose a risk to users. The Shelter and NFI Cluster in Iraq strongly recommends agencies accompany distributions with clear guidance to ensure the safe and proper usage of items, the avoidance of injury or risk, and clarifying the frequency of new distribution so as to raise awareness on wear-and-tear risks.

Suggested cost envelopes for kits are included in this guidance to encourage equitability of assistance between agencies and across different geographic locations. They are based on estimate market costs¹ (as of October 2016) for items meeting basic needs and for conducting household activities. Example specifications have been provided as a guide to quality and standards for items. The contents of kits should meet the minimum requirements set out below and be based on needs assessment.

Important! Cash based modalities (e.g. through vouchers, cash, fairs) should be encouraged instead of in-kind donation, when it would increase the achievement of NFI outputs, and allow beneficiaries to best meet their needs.

This document should be read in conjunction with other technical guidance published by the Shelter and NFI Cluster² including:

- Climatisation and Seasonal Support Guidance version v6
- Sealing Off Kits (SOK)
- Cash for Shelter and NFI guidance (under preparation)

¹ Market costs are approximate prices based on averages provided by cluster partners, and do not reflect bulk procurement costs nor include warehousing, storage and distribution

² These documents can be found here: <https://www.sheltercluster.org/library/technical-support-and-design>

SUMMARY OF NFI KITS

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|-------------------------------|--|
| 1) Kit reporting | – <i>What are the minimum contents of “one kit”?</i> |
| 2) Procurement Value Envelope | – <i>How much should one kit cost?</i> |
| 3) Anticipated use | – <i>Which kit should be provided where?</i> |

Detailed kit lists and reporting

In each case, the provision of kits will depend on security and access to affected populations, the type of settlement and/or shelter they live in, and their intention to move which may affect their capacity to transport bulky items. Prior consultation and approval for kits and distributions from local authorities and communities are strongly recommended.

Reporting needs to take into account the type of distribution, whether full or partial kits, to avoid double counting.

Important note! Supply of Hygiene Kits is the responsibility of WASH Cluster partners. As such, hygiene items are not part of an NFI kit and should be coupled with hygiene awareness sessions by Hygiene Promotion experts. Nonetheless, if agencies have expertise and capacity in both NFI and hygiene promotion, they may choose to engage in combined NFI and Hygiene Kit distribution, in order to minimize efforts.³

³ For more guidance on Hygiene Kits please refer to <https://www.humanitarianresponse.info/en/operations/iraq/document/wash-cluster-nfi-kit-guidance-0>

NAME OF NFI Kit	KIT REPORTING THRESHOLD	KIT LIST	PROCUREMENT VALUE ENVELOPE (USD)	ANTICIPATED USE
Basic NFI Kit	Contains at minimum all essential items	6 Blankets; 6 bedsheets; 6 Mattresses; Kerosene Cooker; Kitchen Set (see below details on the items to include); Solar Lantern; Kerosene Jerry Can	\$220 - \$260	1) This kit should be delivered when identified people with humanitarian needs will be in one site for more than 2 weeks. It is intended to address basic household needs such as sleeping comfort, lighting, security, and contribute to a family's ability to cook. 2) The kit is composed of 7 essential items plus addition recommended items as per the specific needs of an area.
	For a Kitchen Set at least 5 items from the following agreed list are required.	6 bowls, 6 Cups, 6 plates, Cooking Pot, Cooking Pot / Frying Pan, 6 Forks, 6 Knives, 6 Spoons, Wooden Stirring Spoon, Steel Serving Spoons, Kitchen Knife, Scouring Pad		
Winter Top-Up	2 items from the list are provided as minimum.	Essential – kerosene heater and jerry can Recommended – mattress, thermal blanket, roll map, carpet etc.	essential: \$63	Both essential items are required to report a kit. Recommended items can be added as required.
Summer Top-Up	2 items from the list are provided as minimum.	Essential – cool box and water jerry can Recommended – Rechargeable/Solar Fan, etc.	essential: \$27	Both essential items are required to report a kit. Recommended items can be added as required.

Basic Clothing		<u>Basic Clothing Kit</u> contains trousers/dress, T-shirt, underwear (including bra for women and girls over 11). <u>Size / age category:</u> Baby clothing (0-12 months) Infant clothing (1-5 years) Child clothing (6-11 years) Adolescent clothing (12-18 years) Adult clothing (over 18 years)	per person \$25	1) Coordination with UNICEF is required on the procurement and distribution of children's clothing. 2) Kits should be designed to be appropriate to sex, age, and cultural customs. Due to the variability in clothing items, detailed specifications have not been provided and there is a strong preference for cash.
Winter clothing		<u>Winter Clothing Kit</u> contains coat, boots, hat, gloves, scarf, socks	per person \$67	

ANNEX 1 HOUSEHOLD NFI KITS

Essential kit items are in bold

#	Item description	Unit	No.	Unit cost (\$)	Cost (\$)	Specifications Description	IMAGE
1	Mattress (1 per family member)	piece	6	15	90	10 cm, high density foam mattress Density lbs/cu. ft. Minimum 1.70, ILD/50 sq. in. @ 25% (4 in.) 52 - 58, 90 cm x 180 cm, cotton/poly blend removable cover Indentation Load Deflection: 16kg min. <u>Important note: the number of item should be 1 per family member.</u>	
2	Bedsheets (1 per family member)	piece	6	3	18	Single bed type bedsheet, fitted sheet, 90 cm x190 cm, deep pocket corners 10 – 13 inches, composition 100% cotton (polyester), basic colors	
3	Kitchen Set	set	1	28	28	6 bowls - Stainless Steel, 6 Cups, 6 plates, Cooking Pot - 5 ltr, Cooking Pot / Frying Pan - 7 ltr, Forks - 6, Knives – 6, Spoons - 6, Wooden Stirring Spoon, Steel Serving Spoons – 2no, Kitchen Knife - stainless steel 15cm, Scouring Pad.	

4	Solar lantern	piece	1	12	12	With detachable solar panel, Additional Cranking mechanism, Robust and water resistant, 400 Lumens. Or Rechargeable LED lantern - Dimension 137x137x236 mm, AC 220-240V 50/ 60Hz, With plastic handle, Rechargeable with solar panel and power cord, USB output, LED 60x0.1W, Operating time of 12/15 hours.	
5	Kerosene Wick Cooker	piece	1	20-50	20-50	Stainless Steel Fuel Containing Capacity:- 3 Liter Number Of Wicks:- 10 Wicks (Cotton) Kerosene Consumption Rate:- 151 - 165 gms/hr Useful Heat Output:- 940 - 950 K.Cals/hr Thermal Efficiency:- 60% Quality Standard:- IS:2980 (ISI) Net Weight Of Stove:- 2.930 Kilograms Master Cartoon CTN:- Corrugated Box Contents Per CTN:- 6 Pieces in 1 CTN Dimension mm CTN:- 850 x 560 x 200 Gross Weight/CTN:- 21.120 Kilograms Net Weight /CTN:- 17.580 Kilograms. In specific contexts where there is a confirmed supply of gas rather than kerosene, gas cookers can be used. Each cooker to be supplied with 1 funnel/Plastic hand pump for easy and safe fuel filling. Funnel/Plastic hand pump to be packed together with cooker.	

6	Blanket (1 per person)	piece	6	8	48	BLANKET, SYNTHETIC, 1.5x2m, medium thermal Make: Knitted or woven, dry raised both sides Content ISO 1833 on dry weight: 100% virgin polyester and/or acrylic fibers or polyester/cotton Colours: Any dark uniform colour, other than black, red, or white. Size: 150 x 200cm +3%/-1%. To be taken on flat stabilized sample, without folds. Weight: 350 to 670g/m2 Weight determined by total weight/total surface. <u>Note the number per family should be 1 per family member.</u>	
7	Kerosene Jerry can	piece	1	3	3	20 litre, HDPE, Fuel Storage Type	

ANNEX 2 SEASONAL TOP UP ITEMS

WINTER TOP-UP

Essential kit items are in bold

#	Item description	Unit	No.	Unit cost (\$)	Cost (\$)	Specifications Description	IMAGE
1	Kerosene Heater	piece	1	60	60	Double or triple layer tank system, glass burner, heat output 7,000 – 11,000 BTU/Hr, fuel consumption maximum 0.30 L/H, Weight net/gross weight: 7Kg to 12Kg, tank capacity 4-8 litre, Automatic safety shut-off, Fuel leakage prevention system, adjustable thermostat, heating space 16-18 m2, High quality model with a lifespan of at least two winters. Each heater to be supplied with 1 funnel/Plastic hand pump for easy and safe fuel filling and three spare wicks (fiber glass type). All packed together with heater.	
2	Kerosene Jerry can	piece	1	3	3	20 litre, HDPE, Fuel Storage Type, with plastic cap contain rubber washer.	

3	Thermal roll mat	piece	6	12	72	Insulating floor mat, aluminized, fleece. It is an assembling of three layers:- First layer, on the ground-side, a plastic mat, double weave.- Second layer, an aluminized canvas, aluminium face upward.- Third layer, on upper-side, a fleece blanket. The assembling is done with a heavy-duty ribbon strongly stitched all around the mat. The second and third layer are also stitched together, lengthwise in the centre, and crosswise into 3 lines equally spaced. Dimensions: 1.8m x 0.9m At one end, the mat is open on the whole width, to allow access in between the plastic mat and the aluminized canvas. This opening closes with a fold like a pillowcase closing system. A pair of strong laces is sewn to the mat at one end in the centre, to secure the mat when rolled up for transport or storage.	
4	Carpet	piece	2	16	32	4m x 6m, fire, and flame resistant, preferably dark colour.	
5	Mat	piece	1	14	14	Polypropylene or recycled reed-woven mat, 3m x 4m	

SUMMER TOP-UP

Essential kit items are in bold

#	Item description	Unit	No.	Unit cost (\$)	Cost (\$)	Specifications Description	IMAGE
1	Cool box	piece	1	25	25	30 to 40 litre HDPE Cool box, hinged lid, Ice retention 1.5 + days, handle	
2	Water Jerry can	piece	1	2	2	Capacity: 10L. Minimum weight: 180g. Material: Manufactured of food grade LDPE should not contain toxic elements according to EN 1186 & EN 13130 and shall comply with Regulation (EU) 10/2011 and its amendments: Overall migration ≤ 10 mg/dm ² . Must stand by itself, even when filled to 1/4 of its maximum volume. Fitted with: - One or two built-in carrying handles with minimum 9 cm long and 3 cm high, with no sharp edges, OR - A carrying handle made of plastic, attached to the bag with two galvanized steel rings. - A screw able cap.	
3	<i>(Optional, based on needs assessment)</i> Rechargeable/Solar Fan	piece	1	35	35	16 inches, 12 V DC, 220V rechargeable, 15 W high speed (3 hrs operational time)- 9 W low speed (8hrs operational time)	

ANNEX 3 PERSONAL NFIs – CLOTHING

Thermal comfort, protection from the effects of the climate and personal safety and dignity are achieved by meeting a combination of needs at the level of the individuals themselves, the covered space they inhabit and the location in which their covered area is situated. Clothing, therefore, forms an important “first layer” of personal NFI provision particularly to keep warm in winter, cool in summer, and accompanies blankets and bedding for the individual as well as other shelter items which mitigate the effect of cold temperatures on the body. The following table provides an example of clothing items that have been distributed in Iraq from 2014 to 2018. Other items may be included, such as summer-specific items or items relating to dignity or cultural appropriateness. Due to the variability in size and style, the use of fairs, cash or vouchers may be the most appropriate modality of implementation, where feasible. Family clothing kits, comprised of standard items, may also be considered. Clothing may be highly appropriate for families on the move or in areas of transit due to its portability.

SIZE / AGE GROUP	CONTENTS FOR 1 PERSON	COST RANGE PER PERSON	NOTES
Baby clothing kit (0 – 12 months)	<u>BASIC KIT</u> 5 x baby bodysuit 1 x baby blanket	\$25	• Coordination with UNICEF required on all children’s clothing distributions.
Boy / Girl Infant clothing kit (1 - 5 years)	<u>BASIC KIT</u> 5 x underpants 1 x trousers 1 x T-shirt	\$25	• Select appropriate material and design (e.g. sleeve length). Jumpers / sweaters may be an appropriate substitution. • Coordination with UNICEF required on all children’s clothing distributions.
Boy / Girl Child clothing kit (6 - 11 years)	<u>WINTER KIT</u> 1 x winter coat/jacket 1 x pair gloves 1 x hat 1 x pair socks	\$67	

	1 x winter scarf		
	1 x pair winter boots		
Male / Female Adolescent clothing kit (12 – 18 years)	<u>BASIC KIT</u> 5 x underpants 1 x trousers 1 x T-shirt	\$25	Select appropriate material and design (e.g. sleeve length). Jumpers / sweaters may be an appropriate substitution.
Male / Female Adult clothing kit (over 18 years old)	1 x bra (female only) 1 x headscarf (female only) <u>WINTER KIT</u> 1 x winter coat or jacket 1 x pair gloves 1 x hat 1 x pair socks 1 x winter scarf 1 x winter boots	\$67	Coordination with UNICEF, UNFPA and other clusters/partners may be required.

ANNEX 4 GUIDANCE ON COOKERS AND HEATERS

GENERAL PRINCIPLES

It is necessary to consider fuel storage and handling safety as well as considering safety in terms of fire prevention and general use of cookers and heaters.

Safety considerations may include (in coordination with local authorities, and CCCM actors where present):

- Clear labels or stickers for jerry cans to ensure fuel is not mistaken for water. Ensure good quality jerry cans by conducting stress test:
 - o To be placed sideways for 60 minutes without significant leaking
 - o To be dropped from hip to ground three times without leaking
 - o Should be stackable
- While there is little scientific evidence that kerosene fumes affect the quality of food stored in the same room, the taste may be adversely affected, and cause disposal of food items. Recommend beneficiaries to store separately.
- Fire safety and fire-fighting guidance posters, IEC material, and training on the use of stoves, heaters, storage and handling of fuel.
- Inclusion of fire extinguishers, fire blankets, smoke alarms and other equipment to household level
- Support to identify a good location for heating / cooking units, and fuel storing, and guidance in safe and appropriate use including ventilation.

Care must be taken to assess beneficiaries' ability to source fuel and undertake repair, operation and maintenance activities on stoves or heaters. In some locations, kerosene or gas may not be available or may be in limited/restricted supply, so the selection of appropriate energy-saving stove or heating mechanisms is important to ensure the effectiveness of household assistance over a longer period of time. Where possible, equivalent cash modalities may be considered when it will improve NFI outcomes.

Acute Respiratory Infections (ARIs) are common during winter when people are exposed to cold climate, and shelters are more sealed from moisture and cold draughts. Care should be taken when distributing cookers/stoves and heaters that families have sufficient options to ensure proper ventilation of the shelter.

Agencies should take note of the difference between cooking stoves and (space) heaters, as outlined below. While beneficiary families have been known to use stoves / heaters for both cooking and heating purposes, these tools should only be used for the designed purpose in order not to pose a health and safety risk. This should guide the design of top up distributions, and should be clearly communicated to beneficiary households upon receipt of items through training and guidance in safe and proper usage.

COOKING

Highly vulnerable families in both camp and out-of-camp settings may not have access to cooking facilities. It is important that cooking facilities are available as soon as possible to allow people to access proper food consumption. Thus, consideration should be given to the provision of cooking stoves in order to support families with the preparation of food and water heating.

When choosing between kerosene and gas cookers the following should be considered:

- There is a general preference for cooking on gas stoves because the kerosene from kerosene stoves is thought to leave a smell and taste on food.
- If providing gas cooking stoves beneficiary families may need to purchase a gas canister if this is not distributed as well, which can be an expensive initial purchase (up to 50,000 IQD / \$40 - \$50). This can be a barrier to the gas cooking stove being used.
- Cooking with gas is known to be cheaper than kerosene in the long run. Refilling gas canisters may be possible if access to markets exists.
- There have been reports of both children and adults consuming kerosene (mistaking it for water) because of unclear labeling or poor storage.
- Kerosene stoves are known to become clogged fairly quickly if poor quality fuel is used, and may lead to the items requiring maintenance.
- For more information please see the '2017.01.15 Kerosene-LPG Gas Cooking Stove Information Note v01' available on cluster website⁴.
- For information on kerosene and gas storage and handling please see: <https://www.sheltercluster.org/iraq/documents/resources-kerosene-and-propane-handling-storage>

Examples of Cookers / Stoves:



Photos: Courtesy of IOM



Photos: Courtesy of UNHCR



Photos: Courtesy of CRS

⁴ <https://www.sheltercluster.org/iraq/library/technical-support-and-design>

SPACE HEATING

Heaters may be provided as part of a winter NFI Kit, allowing internal spaces within shelters to be warmed. They are not designed or intended to be used to cook, and families should be made aware of the safety aspects in relation to both cookers/stoves and heaters, such as likelihood of tipping, care around small children, and touching hot parts.

FIRE SAFETY⁵

Agencies should develop Fire Safety awareness messages, samples are available from CCCM, and training / awareness raising measures to accompany distributions of cookers/stoves and heaters. This should be undertaken in conjunction with any site management authorities, fire services, and CCCM where relevant to ensure that messages are consistent, reflect best practice and correspond with available fire-fighting and fire safety measures on site.

The flame and fire retardant properties of materials in NFI kits should also be considered during specification, testing, and procurement. An understanding of how and where the items will be used, in relation to other aspects of the shelter or building (for example, localised risks such as water ingress, electrical circuits or fuel storage areas) will help to develop guidance and awareness that can be targeted towards specific households or settlements, identify potential hazards, and allow mitigation of these risks. Availability of and training in the use of fire-fighting equipment should comprise part of the overall fire risk analysis of a shelter or settlement.

Selection of items for NFI distributions should ideally be undertaken in coordination with shelter activities / actors in order to meet needs in a consistent and comprehensive manner. This also includes the design or upgrading of shelters to take into consideration the need for adequate ventilation of cooking areas and heated spaces during winter, and other features such as partitioning (and associated use of appropriate materials to limit fire spread), compartmentalization, and fire evacuation routes.⁶

It is worth noting that the largest cause of fires in camp settings in Iraq has been poor or modified electrical connections. Proximity of flammable materials and items (such as insulation or tent walls) to circuitry should be taken into consideration when awareness raising activities or shelter upgrading works are undertaken. Likewise, site planning, distances between shelters and fire breaks should be integrated into an overall strategy for fire risk reduction.

⁵ Check the fire safety leaflet https://www.sheltercluster.org/sites/default/files/docs/fire_safety_leaflet-english.pdf (also available in Arabic and Kurdish), ACTED UNHCR 2018

⁶ For more information, see Shelter Cluster Iraq: Technical Guidance on Climatisation and Seasonal Assistance for Humanitarian Programs in Iraq, June 2018.

<https://www.sheltercluster.org/iraq/documents/climatization-guidelines-v7-2018>

Also see: “How to Keep Warm in Winter” (English & Arabic), CARE International 2014, <http://www.humanitarianlibrary.org/resource/how-keep-warm-winter-english-0/> / <http://www.humanitarianlibrary.org/resource/how-keep-warm-winter-arabic-0/>