FOOD AID BY GROUPING METHOD

Based on ACF experience in Darfur 2004-2007

ACF

September 2007
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This field guideline is based on capitalisation work by Mohammed Sylla, ACF Food Aid Officer, with internal support from Hanna Mattinen. Special thanks go to Darfur field teams and partners for their dedication and commitment during challenging times. The development of these guidelines would not have been possible without the implication of the communities together with whom we have worked.

* NB for Annexes, see attached files for Word and Excel formats
1. INTRODUCTION

Food aid is implemented when people face food deficiency due to temporal or structural causes. Food distributions can be organised for all people of a given location (general food distribution) or it can target specific people on the basis of their nutritional needs and/or the degree of food insecurity or vulnerability. Most often they include the distribution of dry rations on a monthly basis, but they can also consist of daily wet food distributions in canteens, distribution of premixed flour and oil on a weekly basis, or they can be organised as food for work, where food rations are distributed as a remuneration for work. For more information on food aid, refer to ACF Food Aid Module.

The aim of the document is to provide a practical and methodological guideline for the implementation of food aid activities, using the grouping method. It is essentially based on ACF food aid activities in North and South Darfur, during 2004 – 2007, as synthesised in below table. As such, the guidance provided here will need to be adapted to your specific context.

Synthesis of ACF food aid activities in Darfur

<table>
<thead>
<tr>
<th>Distribution site</th>
<th># of benef / month</th>
<th># distribution points</th>
<th># benef / day / point</th>
<th>Mt of food / day / point</th>
<th>Mt of food / month</th>
<th># days of distribution / month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gereida (2006)</td>
<td>122 902</td>
<td>2</td>
<td>7500</td>
<td>120</td>
<td>1962.7</td>
<td>8-9</td>
</tr>
<tr>
<td>Shangyl Tobay &amp;</td>
<td>33 846</td>
<td>2</td>
<td>8000</td>
<td>127.8</td>
<td>503.4</td>
<td>5</td>
</tr>
<tr>
<td>Shadad (2006)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seasonal support</td>
<td>80 000</td>
<td>12</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>in North Darfur</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Seasonal support (during the hunger gap, 4-6 months) in North Darfur in 2006 included also Korma area with app. 40 000 additional beneficiaries. This area is not targeted in 2007 due to security constraints.

The document describes the whole project cycle, starting with registration through distribution to monitoring, and provides lessons learnt from ACF field activities. All practical support documents, referred to in the text, are included in the annex.

Other ACF tools to facilitate the organisation of food distributions include:
- Module on Food Aid and Alternatives (2006);
- Module on Cash Based Interventions (forth coming 2007);
- Programme overview of ACF food aid interventions in different contexts (forth coming 2007);
- Position paper on Food Aid (2005);
- Position paper on Food Aid and its Political Impacts (2006);
- Position paper on Cash Based Interventions (2006);
- Position paper on Food Quality Control (2006);
- Guidance Note on Blanket Under Five distributions (2006);
- Capitalisation of Blanket under Five distribution in Somalia (2007);
- Kit Log with key information on storage, purchase, quality control etc.
2. REGISTRATION OF BENEFICIARIES

Registration consists of the establishment of lists of beneficiaries and handing out of distribution cards to the beneficiaries of the programme. If reliable ID cards are available, these can be used (using their serial number). Depending on the situation (organisation of the community, security, access, urgency of the need etc.), registration can be organised in different ways or by combining various methodologies. The target population and the targeting criteria have to be clear and well understood by the population prior to registration. We also need to have sufficient (and trained) human resources and material.

The two main methods used in Darfur and described here are:

- **a) Collection of name lists** from community leaders or other authorities/organisations (these lists can be either already existing or we can ask the community leaders to establish new lists), which will be cross-checked by ACF; or
- **b) Physical headcount** (door-to-door count or “traditional” headcount, where people are gathered to a defined location to be counted).

In both cases, five steps have to be followed for registration:

1. Sensitisation
2. Implementation of the registration
3. Analysis of the data (preliminary list) and cross-checking
4. Definition of the final beneficiary list
5. Distribution of the cards.

### 2.1 Collection of name lists

Collection of name lists consists in requesting population data from community leaders, or from other relevant key persons or agencies working in this location. If the distribution is not a general distribution, the name lists are elaborated based on pre-identified targeting criteria. If data exists already, it will be enough to collect a hard or a soft copy and proceed to cross checking, after sensitisation of the population.

If data is not available, a registration form will be provided to the community leaders (see in Annex 1 sample of registration form), to be filled in. It can include additional information, if necessary. However, if additional information is collected, make sure that this data is useful (Why do you collect the data? What will you do with the data?). Data collected can serve for further assessments organised by food security or nutrition teams, and can also serve for other activities (e.g. under five data for blanket distribution or feeding centre proposal; agricultural programmes).

**Sensitisation**

If a registration is set up by asking the community leaders to establish new lists, a meeting is needed to inform them of the reasons for the registration, how it will be organised, and when and what we expect to them to do for the registration. Apart from the community
leaders, the target population should also be thoroughly sensitized to ensure a transparent process. Following aspects ought to be stressed:

- Objective of registration
- Procedure of the registration to facilitate the process
- Lists will be cross-checked (⇒ no cheating!)
- Use of the registration form (i.e. how to fill in the beneficiary list format)
- Date when the filled in forms (registration forms) will be collected
- Stress the voluntariness of the registration process and ask for their honest collaboration.

The communities can be sensitized by megaphone in a specific meeting called in by ACF, or messages can be passed in public meeting areas (mosque, school…). Community leaders will also be asked to inform their population. It will be important to diplomatically point out to the community leaders already at the start of the registration exercise if they do not fit into the targeting criteria.

**Implementation of the registration**

The lists are prepared by the community leaders. Visits by ACF team during the preparation of the lists can be useful, to provide further advice and to check whether the forms are adequately filled in. During these visits, it can also be checked that all people are informed about registration by their leaders. At the end of the period, the lists will be collected by ACF monitors.

**Analysis of data and cross-checking**

This is a crucial part of the registration. The beneficiary data is computerised (normally in Excel) after the collection of the lists, and the first “cleaning” of the list can take place. For example, double-registrations can be eliminated already here (e.g. using “sort” function in Excel). Note that data entry takes a lot of time, and needs thorough day-to-day supervision by senior staff. Trying to make sense of a list of 100,000 names once it is already entered is a nightmare!!

Once computerised, the lists are cross-checked in the field, through physical check of a sample of the population. During this check, we will verify that the household size is correct and that the people listed are physically present. The family size can be cross-checked by looking at the house and the furniture – is there enough space and furniture (by local standards) to accommodate the number of people that figure on the beneficiary list? It also possible to ask questions to neighbours: Do they know the people in the list? How big is the family? Where do they live? If the error is too large\(^1\), the community leaders are asked to redo the lists. It is important that the acceptable percentage of error is clear from the beginning and that the procedure is clear for the community leaders. During the cross-checking in the field, we also verify that there are no

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\(^1\) The acceptable error may vary between 5-15% of the sample depending on the context, population size and the size of the sample (the smaller the sample, the larger the percentage of error even if e.g. only three false case were detected).
exclusion errors in the list (i.e. people non-registered e.g. due to deliberate discrimination by the local leaders).

Even if the lists are given (and already in use) by other organizations, it will be important to cross-check them ourselves.

In some cases, it may not be necessary to computerise the lists. This is the case mainly if time is short and the distribution is only done once or twice (one or two shots/cycles).

**Definition of the final beneficiary list**

Once the cross-checking is done, the finalized list can be determined. It is strongly recommended to show this list in public, so that everyone is aware of the lists prior to the distributions. Transparency is very important.

We also need to reserve some time for complaints, which are inevitable. Note however that the list is a priori closed, and that no new people can be included without a thorough investigation. New people should be included in the lists only if major population movements take place due to security reasons (or other valid reasons), and that these are confirmed by other actors. This allows minimizing the risk that lists are increased by “fictive” people or due to a pull-effect of humanitarian aid. Once the lists are finalized, the beneficiaries will receive distribution cards (refer to headcount chapter for ration cards).

The cross-checking of lists will continue throughout the distributions, e.g. the presence of people is monitored and after two consequent absences the people are taken out of the lists.

See below under Physical headcount for more detail on distribution cards.

**Required resources**

- **Human resources:**
  - **Community leaders:** All community leaders should be involved, assisted by their secretaries or people who can write. Presence of women is encouraged.
  - **Monitors/Register:** between 2 to 6 depend on context and liability of community leader; during registration they will be in charge of follow-up of community leader, meeting them, discuss about registration and some time assisting them for filling forms. Collect of data from community leaders
  - **Data entry:** 1 to2 people in charge of computerise all data from registration form, assisting monitors to analyse hard copies of registration form. Preparing selected list for ration card printing.
  - **Senior staff (Supervisor, Food Aid Officer and Coordo):** For meetings, sensitization, analysis of data and deciding for ration cards printing out.
As visible, the human resource requirements are not important, but note that more people and time is needed for the cross-checking and data analysis as well as finalisation of the lists on the computer.

- **Material:**
  - Sensitization form translated into local language
  - Registration forms (Annex 1)
  - Stationeries
  - Computer and calculators
  - Transport means

<table>
<thead>
<tr>
<th>Advantage</th>
<th>Disadvantage</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Have population data quickly</td>
<td>- Community leaders may be tempted to favours people close to them (family, friends) or people with power</td>
</tr>
<tr>
<td>- Few human resource needs for registration</td>
<td>- Risk of pressure on community leaders</td>
</tr>
<tr>
<td>- Low logistic support needs</td>
<td>- Duplication of beneficiaries name on different lists</td>
</tr>
<tr>
<td>- Community leaders involvement</td>
<td></td>
</tr>
</tbody>
</table>

Experience shows that this type of registration is easiest in contexts where population data already exists and/or where people have ID cards – i.e. there already exist some kind of population census (which should be cross-checked by ACF to verify e.g. deaths or people who have moved away). However, **this method has also been used successfully in Darfur** (Korma and Shangyl Tobay), and the experience highlights the importance of having planned enough time and resources for a thorough cross-checking and “cleaning” of lists. In most cases in Darfur, when the population figure exceeded 15,000, up to one month was necessary for the initial cross-checking. The overall cross-checking and improvement of the lists, however, continues throughout the distribution period.

See example of Shangyl Tobay, 2004 below.

![Women queuing for registration in Gereida](image1)

Note how trees provides shade

![Registration in Shangyl Tobay](image2)
Example: Registration in Shangyl Tobay & Shadad, North Darfur in 2004

ACF decided to put in place general food distributions for IDPs in 2004 in North Darfur, in Shangyl Tobay area. After initial assessments, Sheikhs (traditional local leaders) were asked to list all IDP households in Shangyl, including some additional information: name and gender of the head of household, number of persons in the family, origin of the family, status of the family (IDP/returnee/resident), arrival date etc. Already during the initial assessment we had a general idea about number of IDPs in the areas (estimates of the total population and the number of households). Sensitisation meetings were held with community leaders (Sheikhs, Umdas and Molah) in order to explain them the objective and how to precede with the registration forms.

Key persons, who could read and write, were chosen among the Sheiks. These persons were further thoroughly sensitised about registration during one day, and were given copies of the registration forms with pens. A four day dead line was given to collect back all the lists.

After list collection, time was not enough to computerise all the data, but two full days were spent in the office to check repeated names of heads of household on all the lists (double registrations), status (IDP/returnee/resident – only IDPs were eligible), and family size. The final figures were compared to figures we had already got from general discussion (focus group discussion) during the initial assessment, to better estimate the accuracy of the lists. The following table displays the differences in the populations figures, and shows the importance of checking/”cleaning” the lists in the office (even if not done by computer).

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Initial assessment Population</th>
<th>Initial assessment Household</th>
<th>Collected Population</th>
<th>Collected Household</th>
<th>After analysis of data Population</th>
<th>After analysis of data Household</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHANGYL</td>
<td>7 000</td>
<td>1 400</td>
<td>6 520</td>
<td>1 378</td>
<td>6 300</td>
<td>1 320</td>
</tr>
<tr>
<td>SHADAD</td>
<td>4 000</td>
<td>850</td>
<td>4 312</td>
<td>1 012</td>
<td>4 200</td>
<td>976</td>
</tr>
</tbody>
</table>

It was estimated that the figures were acceptable (even if it was clear that there were some inclusion errors), given the urgency in the needs. In addition, the logistics means were inadequate and security volatile to proceed into a detailed cross-checking of the lists in field. It was hence decided to request food according to figures given by community leaders and “cleaned” by ACF.

The cross-checking continued during the distributions: the household profile on list was cross-checked by re-asking the data from the representative of the family on the distribution point. It was found that a lot of residents were registered (pressure from the host population), some families had increased their size and some families had not been registered by their Sheikhs (discrimination). Given the errors, it was decided to organize a physical headcount.

Dealing with the complaints from residents was not easy, given also they had lost capital and were affected by the conflict. In addition, the IDP camp was settled partly on their farming lands. In such case some inclusion error is “acceptable”, as too strict measures may create further tension between the residents and the displaced and have long-reaching negative consequences. Cleaning of lists was however possible through extensive sensitisation and physical headcount, which allowed the organisation to better manage the included population.
2.2 Physical headcount

Headcounting is a physical method of registration, based on the presence of the all population concerned by the registration (each member of family must be present in order to be included in the lists). Two physical headcount methods were used in Darfur: “traditional” headcount, where people were gathered to a defined location to be counted and door-to-door count, where huts were visited and people counted.

Headcount process is very heavy logistically and requires a lot of human resources, which often leads to delocalization of staff from other areas (international and national senior staff and others agencies’ staff). Community leaders will only act as facilitators, and will not play an active role in the definition of the lists per se.

Refer to Annex 2 for a very detailed account of headcount in North Darfur, 2006, including all the resources needed and examples of any support documents (Capitalisation report prepared by David Mahouy).

Sensitisation

When implementing a physical headcount, it is important to do the sensitization as late as possible so that people who do not live in the area and who should not be included in the headcount, do not have time to temporarily install themselves in the headcount area, in order to be included in the lists. It is enough to inform people 12 hours (the night before) to 48 hours before the headcount. Time set aside for complaints and revision of the lists need, however, to be longer than e.g. when the lists are done by the heads of communities. It is likely that some people are out of the area during the headcount.

When deciding the timing of the headcount, it is crucial to take into consideration other activities that require the participation or displacement of the potential beneficiaries, such as vaccination campaigns, school schedules, agricultural work, market days, medical obligations etc. Weather conditions are not easy to manage, but should also be taken into consideration, e.g. headcount should not be implemented in the middle of the rainy season or during the hottest season. Agree with different partners on your planning.

The sensitisation messages should be agreed upon with all the partners involved in the headcount and should include:

- The purpose of the registration
- Procedure of the registration to facilitate the process (headcount first and then registration).
- Explanation on what is expected from the communities during the day of the headcount; what communities have to do the day before, during and after the headcount. Highlight that only people who are physically present will be registered, ask for people’s honest collaboration and request respect of timing and the process (listen and follow messages during the day of registration)
The implication of all key people and community representatives (community leaders, CBOs, women representatives, partners and other agencies, youth groups, local authorities etc) and the use of all communication means (public areas such mosques, schools, medical centres, markets etc) are necessary to spread the message efficiently to all concerned people on a short notice.
**Example: ACF registration in Shangyl Tobay (10 000 people) and Shadad (6 000 people) in 2004**

**Planning:**
To plan the timing and the modalities of the headcount, ACF met WFP and MSF Spain, also present in the area, and came up with a suitable day, in function of other activities and the market day. WFP provided 2 senior staff from El Fasher and MSF provided 4 senior staff also from El Fasher. ACF provided 4 expatriates and all food aid team (6 staff).

**Sensitisation message:**
“ACF wants to implement a new registration in the area where it is working. Real figures of population have indeed changed since last registration in March. We want to know the real figures, in order to be able to provide adequate assistance, to plan for the future, and, more generally to know you better and to better understand your situation.

We need the involvement of the whole community, and especially the support of the community leaders in all aspects of the process, before the day of headcounting, and during this day.

- First, to inform all the population (everybody: children, women, men…) to be present tomorrow at 7h00 (8h00 new time) in the area we set up, and to be organized in line.

- It is very important to be on time, we will start at 7h30 (8h30 new time) and the people who are not in line at this time will not receive any token.

- People will have to sit down along the rope, one by one, and to stay until the end of the process. As registration will take 2 to 6 hours, people have to bring some drinking water, food and something to protect himself against the sun, because we will not accept movements during the process.

- Second, to make sure that the people will stay quiet during the whole process; you have to explain to your people that their individual behaviour can make the headcounting a success or a failure; in case of failure, we will have to cancel it and to do it again, which means food distributions will be delayed.

- People have to understand that cheating means stealing the food from other people in Darfur who will not receive their ration.

- The Sheikh will participate in the headcounting, but it’s forbidden to them to organize in the zone of wait (the place where people wait after having receive the token) and in the zone of distribution of token. It’s clear their participation will be free, benevol and without salary or something like this. The best salary for the Sheikh and then for all the people, is to finish in time and without problem the distribution of token and then to receive the food distribution in the future and the next month.

1 Sheikh = 1 token, and not 2, 3 or several token. 1 Sheikh = 1 beneficiary as all the people

- Only people present will be registered, so all members of family have to be present. Sick or travelling members of family should be registered a day of headcounting. This should be mentioned by head of household to the registration team, but note that these members will not be registered definitely but only listed and will be checked by the teams later.

- After end of tokens distribution, order from site coordinator to stop distribution, head of household have to collect tokens from his family member follow the instruction from his community leader to registration point, to receive the temporary distribution card.”

**People in line** → **Ink use + tokens distribution** → **Registration** (tokens are collected and households registered)

See example of another sensitisation message in Annex 3.
Implementation of the registration

A) Traditional headcount “in line” in Shangyl Tobay and Shadad, 2004

This registration concerned 16,000 people. Site was prepared in time, and the (trained and well prepared) staff was in place before the population arrives. When the target population arrives, the headcount should proceed as follows:

1. All people in the headcount site sit down in lines (30 minutes based on Shangyl Tobay and Shadad registration experience):
People are organised in line by crowd controllers (3 at least by line) and asked to sit down. This way it is easier to control movement (and hence potential cheating) and it may also be more comfortable for the people. Only the registration team should stand up. The lines are organised by community or sub-camp, and by family (head of household then his family member follow = ie all family members have to be physically present). Community leader as well their family should also be on line for headcounting, and follow the normal procedures.

2. Distribution of tokens (1 to 2 hours depending on number of line or number of people to be registered base on Shangyl Tobay registration experience):
When all the people respect the first rule (sit down in line), a team of two people per line will start the “counting”; one is in charge of soaking/putting the left hand thumb of people in pot of gentian violet, to make sure that the same person will not be counted twice. The second staff will give a token to each person, which indicates the right to get a ration for one person. See example of token in Annex 4. It is preferable that the counting and handing out of tokens is done by delocalised staff or expatriates to avoid family or community pressure. When all the teams have reached the end of their line, the site coordinator will verify the work. When this is finished, the heads of families have to collect tokens from their family members. Members of families can then leave the site for home or other occupations, and only the head of family remains in place for registration.

The counting has to be done simultaneously for all lines in one site as well as between “counting” sites that are situated close to each other (e.g. less than 5 km between), to make sure that people do not migrate between sites.

3. Registration of heads of household
Head of households are asked to precede to the registration point with all the tokens of his/her family. These are calculated, and the household size is established. It is best to do the registration by community/sub-camp (location of origin) or by community leader, and not to mix people from different locations. Two registers are needed per table and the heads of household pass one by one and give the tokens and additional family information. Community leaders must be present, to ensure that the registration is transparent. The head of household will be given a temporary registration card that will be exchanged to the final beneficiary card when the data analysis is finished. See example of a temporary card in Annex 5.

If time allows, all three steps above should be done during the same day of headcounting. If this is not possible, the head of household can leave with the tokens then come back the days after to be registered.
The list done at the registration point is the **preliminary beneficiary list that will be computerised and cleaned**. Cross-checking in the field is necessary only if there is reason to believe that the final beneficiary number is wrong (e.g. as compared to population estimates).

**B) Traditional headcount “in square” in North Darfur, 2006**

In 2005, ACF organised an attempt to implement a headcount in North Darfur, in the areas of Shadad, Shangyl Tobay, Galab, Sherifa, Umkhair and Tangarara. It targeted 55 000 to 60 000 people. **The headcount failed, because people from neighbouring villages’ headcount sites arrived to other headcounts sites, in order to be counted twice.** Security and crowd control measures, even if very strong, were not sufficient to impede people’s movements from point to another. In addition, the sites were planned to be too big (55 000 people), rendering the crowd control almost impossible. Smaller sites were planned for the new headcount. See Annex 6 for headcount site organization.

The method used for the counting itself was somewhat different from the above “count the lines” technique. People were instead asked to stay in a specific space, and were counted as they exited this area. The process is explained in detail in Annex 2. Below an extract of the Headcount capitalization report on the main lessons learnt from head counting.

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**Example: Headcount in square – lessons learnt from North Darfur 2006 experience.**
Extract from capitalisation report.

**Headcounting in square**

Beneficiaries were counted in one “square” (defined area) with dimensions according to the population in each location. This square area is clearly defined by fence and ropes to protect the site and survey the people inside and outside. The beneficiaries wait at the main gate to receive the token and stay inside the square until the last beneficiary has received his/her token*.

* See below: In fact it’s better to do the contrary, have people waiting inside and give them the token once they are exiting the area.

**Strengths:**

- The security concerning the car in stand by was perfect. All the day they stay in stand by radio with El Fasher and with the other location.
- The communication was good and we followed each events is the real time.
- The coordination between the 6 locations was perfect. It is an important point because, in this kind of head counting you must start all the location in the same time and finish also nearly in the same time
- Camp residents and residents obtain only one token.
- People not move easily.
- NGOs collaboration (Implementing partners, IOM,)
- ACF Inter-department collaboration
- Strong logistics for assure the security and movements.

---

2 Report prepared by David Mahouy
Weaknesses:
- It took a long time. Indeed, in Shangyl Tobay camps, we passed more than 8 hours for more than 20,000 people. This day we weren’t able to finish and we cancelled.
- 20,000 persons is a lot to manage and to organize with discipline in just one location.
- The technique we used is to make people sit down outside and one by one each people entered in the delimited area. In fact the best way would have been to concentrate each people inside the location and after they exit outside one by one; like this each people can go in his house without wait long time. In the same time you must close the door to enter the square at one precise hour, like this you can be sure that the people who exit, will not go in other area to be count a second time.
- The gentian violet (ask nutritionist in TFC) is used to mark the people in their hand or in their nail. The problem met over there is that the people, after two years of relief, known perfectly several technique to fraud. For example before receive the gentian, some people passed on their hand cream or oil, like this after the mark they were able to clean easier the gentian. This problem was tackled with the gentian liquid, but with the gentian in powder it was more difficult to remove.
- Because of the unequal number in each location, we were able to start in the same time but not to end. It was a huge problem for the first who finish, because they had to keep the population for not displace in other location and receive a second token. The technique would have been better if we had let all the people inside the area and after it close the door for further entry.
- The headcount take a lot of time, some places people spend 5 or 6 hours.
- People are no patient. When they receive the token, for them it’s finish.
- Too long for old and baby people.
- No sun-protection shelters. Area properly sheltered.
- No loud speakers.
- No water point services provide.
- No time to approach with the community propoerly. People do not understand the process (more sensitization needed)
- In some locations, the square’s capacity was too small for the number of beneficiaries received.
- The experience confirms that the headcount system is successful with no more elevated than 5 000 beneficiaries by headcount site. The reasons of this is due to:
  - More than 5 000 beneficiaries by site is no under control for us and for the community participation. (Main gates, organization inside, watchman).
  - The time spend in the process is long for more than 5 000 beneficiaries.
  - The possibility to cancel is lower.

Fraud:
- Some people, after receive the final ACF card, had cut into two the card, and shared it with other people. They invented a lot of story when we questioned about it. The solution is to confiscate the card until the end of the distribution, and if you don’t find the second part you are can give the ration.
- We found also a lot of falsifications card. Indeed, some people find a solution to peel of the lamination of the card. After it, they made some copy with some new names and re-laminated. The solution is to make one different color in each location and to put the
ACF stamp in the back of the card with color. It’s more difficult to make a recto-verso copy and also to copy in color for some country.

- Some people achieved to fraud during the headcounting and eluded of the vigilance of the guard (especially the children who are able to pass under the rope/fence). Like this some people receive two registration tokens, and managed to register under two names.
- You must also be careful the day where the local team writes the final card. Sometimes, they are subjected to have some pressure of different part and can change some name in the card or create some ghost name. Indeed, for the local team, this responsibility can put them in a difficult position.

C) Door to door headcount of Gereida camp in 2006, targeting IDPs only

Gereida camp is situated adjacent to Gereida town, with an estimated 20-25,000 people. The camp emerged in April 2004 when it hosted approx. 25,000 IDPs. Following fighting in 2005, two further population movements (Feb. 16,000 and Nov. 28,000) increased the population to up to 70,000 people. Major fighting in early 2006 induced a further increase in the caseload, which justified a new count of population. An earlier try by ICRC to ask the sheiks to provide them with beneficiary lists of the IDPs did not function, as the pressure from the host population (town dwellers) was too strong. A door to door headcount was hence organised in July 2006, in collaboration with ICRC and other organisations that were present in the area.

It was a major humanitarian undertaking, as the camp was one of the largest IDP camps in the world. In addition, the camp did not have any “master plan” nor was it mapped (i.e. no camp management), and new arrivals had installed themselves in makeshift shelters at the outskirts of the old camp, wherever a space was found. The camp could be divided into rough sections by looking at the dates of arrival and the villages of origin of the displaced people. Further, there were only a few geographical landmarks, which could facilitate the division.

20 teams were put in place, each composed of one expatriate or delocalised key staff team leader (to minimise pressure to include fictive people or double registrations) and monitors. The headcount took two full days, and required major logistics needs (cars, housing, food etc for the headcount teams). The sensitisation of the IDPs was done 48 hours before in order to allow them enough time to get water and food for the two days that they were asked not to move in the camp. The 48 hour delay in sensitisation was long, and gave other people, most notably the Gereida town dwellers, enough time to install themselves temporarily in the camp, either by erecting their own huts or by joining an IDP family.

The camp was divided into sections and each team proceeded to a certain direction. Each accounted hut was marked with paint, and each counted person was marked with Gentian violet, to avoid double registration. All teams were sensitised to have a look around to see if the living place was sufficient to accommodate as many people as were present during the headcount. It was fairly common to find up to 8 people in an extremely small hut that could accommodate a maximum of 5 people. Once qualified, the name of the woman of the household

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3 The data collected showed approximately 140,000 people in the camp against an initial estimation of roughly 110,000 people in the camp.
was written down, including the number of dependents. It was decided to register women due to polygamy and traditional eating habits (one man could have several wives, but they do not eat together) and security, as there tend to be less security problems at the distribution site when mainly women are present.

The main problems encountered were:

- **Lack of organisation of the camp** (no maps)
- **Temporary huts** set up by the town dwellers during the headcount
- **Temporary migration** of the town dwellers to IDP families
- **Double registration of IDPs who moved from tent to tent**, after having washed away the Gentian violet sign. By putting Vaseline under the violet, the violet can be washed away relatively easily.

These lead into an **exaggerated caseload of 131,387 people**. In December, after sensitization of the traditional leaders and demands to adjust the lists and intensive cross-checking in the field, the **case-load was down to 122,902 people**.

In the case of Gereida, a **certain inclusion error was accepted from the beginning**. The food aid targeted only the IDPs, who had installed themselves on the farming lands of the town dwellers, depriving them from their main source of food, and exerting an immense pressure on a town of one fifth of the size of the camp. The town was also affected by the conflict, as e.g. trade links were reduced because a frontier line between the government and the rebels (SLA) had to be crossed in order to reach Gereida. Too strict measures would have caused conflict between the IDPs and the host population.

**Analysis of data and cross-checking**

After registration in the field, all registration forms are analysed in office and computerised. Note that even if lists were collected physically by ACF staff, “**cleaning**” of the lists is necessary, as when lists are collected from the leaders. For more detail, see above under Collection of lists. On the contrary, **cross-checking** in the field is not always required, especially in “traditional” headcount, but may be crucial as was the case in Gereida after the door-to-door headcount. **Detailed analysis of the results** is needed in order to decide whether to proceed into cross-checking in the field.

**Ration cards**

It is recommended to **make ration cards elsewhere than in the ACF base**, to avoid the risk of duplication and creation of false cards. When cards are made elsewhere, specifics, including the type of material used for the card, have to given to the logistic team, and an internal order form has to be filled in in good time. Delays in Gereida made that card requested in June only arrived in December!

Cards need to include the **following basic information**: name of the card holder, size of the family, year, ACF logo, serial number, number of distribution round, and name of the traditional
leader or village/sub camp. It is best to punch in the household size in a table of numbers (instead of writing it) so that it cannot be erased and changed. The distribution round should also figure as a table of numbers, where the accurate distribution round number is punched during each distribution round. Names will be filled in in writing by pen or permanent marker, once the beneficiaries are registered. Make sure that writing cannot be erased from the surface (so that e.g. the beneficiary name or family size cannot be changed). Strong but flexible plastic is best, so that the card does not break when punched. See example of a ration card from Gereida in Annex 7.

When time does not allow, we can design cards in computer and print them on hard paper and plastify them, e.g. as was the case in El Fasher North Darfur. In this case, the material and the model should be kept well away to avoid duplication. Nevertheless, these cards are not very solid – for the beneficiaries the card is like money, and we should make sure that it holds well.

**Required resources**

The main thing to note is that physical headcount requires punctually an important amount of resources, when compared to collection of lists. For a detailed account on resource requirement, see also Annex 2 on headcount in North Darfur, 2006.

- **Human resources**

  **Delocalised team and expatriates:**
  
  **Key registration staff** should be mainly delocalized staff or senior staff, helped by all the team in base and staff from others agencies on field should be mobilized. All documents, tokens and material of registration should be under the control of the delocalised staff.
  
  • **Site coordinator:** In charge of all team on site, he is the one who give instruction to start registration
  
  • **“Headcounters”**
  
  • **Registrar:** in traditional headcount, after headcounting the delocalized “headcounters” have to be re-organised as register, install under shelter by group of two per table. Then register call by community, head of household collect tokens from his family members and come on table for registration. Register role consist to collect headcounting tokens from head of household, ask information about household, fill registration forms then deliver temporary card to household.

  **Local team** (site secretaries, crowd controllers): should be involved under good supervision of delocalized staff for mainly crowd controller use and others basic execution.
  
  • **Site secretaries:** With megaphone continue to sensitise people about process and relay instruction in local languages
  
  • **Crowd controllers** (for traditional headcount): In each line at least 3 crowd controllers have to be involved (beginner, middle and end of line) for not allow people to move from line to line and remaining site.
  
  • **Community leaders:** should be with their community on site for sensitisation and testify when necessary that people on site belongs to their community (particularly for the traditional headcount).
In Darfur, local staff were not given access to documents and tokens without the supervision of delocalized staff, as there can be a temptation/pressure for fraud, e.g. due to family or community pressure (stolen of tokens, insertion on registration lists of some of their relatives not concerned in registration). For example, during registration in Gereida on June 2006, ICRC volunteer stole some ration cards and sold them. These could be later found with residents who were not eligible for the distributions.

- **Material:**
  - **Rope and stick:** to delimited site for traditional headcount
  - **Megaphone:** In registration site megaphone should be available to speak louder to people for eventual instructions.
  - **Visibility:** ACF tee shirt or dossard for all team involved in headcounting
  - **Tokens** (Annex 4): During headcounting we distribute tokens individually to all people present on site and if necessary testified by community leader. Each tokens distributor has to get bag for tokens. Identified persons should be responsible of tokens management.
  - **Ink:** Usually, during headcounting we use gentian violet to mark each people who received tokens in order to avoid that people receive more than once. We have to mark all people in same area (usually left hand thumb). Others kind of stamp are nowadays available such as indelible ink, invisible ink (detected by UV lamp) experimented and use by UNHCR. 100 ml of invisible ink is cost $ 7.00 US and UV lamp $ 9.00 US
  - **Shelter for registration:** should be arranged for registration in traditional headcounting with all material (tables, chairs….)
  - **Puncher:** We punch tokens already collected when head of household come with tokens in registration point in order to avoid that people re-use them (traditional headcount)
  - **Registration forms** (Annex 1): It is document we fill after headcounting with household profile; each head of household have to collect from his family members their tokens then come to be registered on form.
  - **Temporary card** (Annex 5): After headcounting, we use another kind of tokens give to head of household as temporary card on which his name, size of household, his community leader name and location are mentioned. It will be use as ration card until data analysis finished and we make final ration cards. These tokens are managed by senior staff in registration point. It has to be kept well and filled in well before giving to head of household.

### Advantages and disadvantages of registration by headcount

<table>
<thead>
<tr>
<th>Advantage</th>
<th>Disadvantage</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Based on individual and direct count of people</td>
<td>- Requires more human resources and logistics means than collection of lists</td>
</tr>
<tr>
<td>- Household information is directly collected from the concerned families</td>
<td>- Requires presence of all concerned beneficiaries for a full day – consequently, they cannot do other activities (e.g. they might loose a day of salary)</td>
</tr>
<tr>
<td>- Whole community is involved</td>
<td>- Sometimes the heads of villages/camps do not appreciate this as it seems we do not trust them and they may be reluctant to work with us later on</td>
</tr>
</tbody>
</table>
3. DISTRIBUTION THROUGH “GROUPING” SYSTEM

3.1 Methodology

The grouping methodology consists in distributing food to a group of beneficiaries, who will then divide the food among themselves. In practice, “heaps” (piles) of food including several rations are prepared, and heads of households (representative of the whole family with the ration card) are called in in groups. The sharing is taken care of by the beneficiaries themselves close to the distribution point (with help of ACF, if needed) or in their living place. This method is quite rapid – in Gereida, up to 7 500 beneficiaries were served per day in one distribution point – and do not require specific distribution sites – defined area with plastic sheeting to cover the soil as well as the food items in case of rain is sufficient. This method has been successful in many countries where ACF is running food aid activities.

The following table compares grouping and individual distributions, and lists key advantages and disadvantages. Individual distribution refers to either scooping or pre-packaging. For more detail, refer to ACF module on food aid and alternatives.

Advantages and disadvantages of distribution through grouping as compared to individual distributions

<table>
<thead>
<tr>
<th>Advantage</th>
<th>Disadvantage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grouping</strong></td>
<td><strong>Individual</strong></td>
</tr>
<tr>
<td>Rapid</td>
<td>Each beneficiary served on individual basis</td>
</tr>
<tr>
<td>Allows serving large numbers of people</td>
<td>Food bags are (almost) always opened, which facilitates spontaneous quality control</td>
</tr>
<tr>
<td>Only minimal hygiene conditions required, as most packages are not opened (e.g. can be organised even in places were houses/tents are not available)</td>
<td>Time consuming</td>
</tr>
<tr>
<td>Human resource needs are limited</td>
<td>Requires good hygiene conditions (wall, roof and floors are required either for pre-packaging area or for distribution area in scooping)</td>
</tr>
<tr>
<td>Promotes contact between people (sharing)</td>
<td>Large human resources needs (pre-packaging or scooping)</td>
</tr>
<tr>
<td>Losses are minimized during distribution</td>
<td>More losses during distribution or pre-packaging</td>
</tr>
</tbody>
</table>

| Large open space is required for distribution site | Time consuming |
| If all bags are not opened, difficult to check food quality in situ/spontaneously | Requires good hygiene conditions (wall, roof and floors are required either for pre-packaging area or for distribution area in scooping) |
| If sharing take place outside the distribution area, difficult to monitor end-beneficiaries’ individual rations | Large human resources needs (pre-packaging or scooping) |

Food aid by grouping method – ACF Field Guideline. © ACF
Terminology

In the following, the term “group” refers to the assembly of heads of households grouped together for the reception of the food ration. The heads of households represent the families in the group – i.e. from a household of five, only one person (the head of household) will be present.

The term “heap” refers to the food items assembled together in a certain quantity, to serve a fixed number of individual rations. This food is collected by the heads of households, according to their family size (i.e. a head of household of a family of five members collects five rations).

Grouping the families

In order to facilitate the sharing of food between beneficiaries, we group heads of households with same family size, preferably from the same community and we are not putting more than 20 heads of household together. This means that each household representative (head of household) has the right to receive exactly the same quantity of food as the other representatives, and facilitates the sharing.

Adequate sensitisation is primordial – the households need to know the ration they are entitled to receive as well as to understand the distribution process well before the beginning of the distribution. The communities, once they understand the system, will even organise themselves before coming to the registration point during the distribution.

In some locations where the security conditions are extreme, the needs are urgent (e.g. first days of an emergency) or the access is difficult, a full community can be grouped together, but this is exceptional and only possible when we feel that communities are united and reliable.

Prior to the distribution, when we have the beneficiary lists with household sizes, we prepare the distribution planning by household size and by community, in order to facilitate the grouping of households during the distribution (i.e. they can be already called in in order). This can be easily done with excel when the list is computerised. The most simple function is “sort and filter” in data (Excel), but you can also use pivot table, which is quicker.

Deciding the size of food “heaps”

Choice of the size of the food heaps depends on the most common family size (visible in the lists), the size of the individual food ration and the packaging of the food items: In Darfur, we prepared food “heaps” of 20, 30 and 60 individual rations. Firstly, these “heaps” serve easily most household sizes (average size being between 5 and 6), and secondly, the main commodity (cereal) was packaged in bags of 25 or 50 kg.

The main advantages of this grouping system are that it is quick and that it does not require the breaking of the original packaging of the food items, and the risk of contamination is limited. Note, however, that most often some minor scooping is necessary as the packaging of all items rarely fall exact (see below under Preparation of food heaps, p. 24).
With extremely good sensitisation, we can serve larger household sizes with smaller sizes, if the household sizes are comparable. For example, household size 8 can be served with household size 4, by heaps of 20 rations (divided in 5 parts) or heaps of 60 rations (divided in 10 parts), explaining to group that the one with size 8 card will take two parts of shared food. Similarly, size 9 and size 6 can be serve with size 3 by heaps of 30 rations (divided in 10 parts) or heaps of 60 rations (divided in 20 parts), explaining that the one of size 9 will take 3 parts and the size 6 will take 2 parts, whereas the size 3 will take one part. This should, however, be used only at the end of a distribution to finish off the heaps (if necessary), and avoided in general, as it complicates the procedure.

### 3.2 Organisation of the distribution

#### Commodity request and reception of food

There are two separate ways of requesting the food depending on the procedure of delivery:

1) **Collaboration with WFP who delivers directly to ACF warehouse** and ACF is in charge of the transport of food from the warehouse to the distribution point

Commodity request is done by Food Aid team and submitted to logistic team, who will then send it to WFP. The request is large and covers the whole month. The logistic team organizes the delivery to ACF stock together with WFP and is in charge of the reception of the food. The food

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4 The request procedure is similar if ACF purchases the food from independent suppliers.
is stocked by item and by date of delivery, and a stock card is kept by the logisticians to document the food flows. For more detail, see KitLog.

Another smaller food request is then done by the Food Aid team to the Logistics team prior to the distributions, indicating the needs per day and site of distribution. This system was used in Gereida.

2) Collaboration with WFP who delivers directly to the distribution point

Food aid team submits food request with distribution planning directly to WFP. Local food aid teams and the food aid committee/site secretary, who are stationed on the distribution site, reception the food the night before the distribution. This system is used in North Darfur (El Fasher areas).

When the reception is done by the Food Aid teams at the distribution point, there is generally no specific store and the food is directly compiled in heaps (ready for distribution). Only full packages are pre-positioned (see below, site preparation) and a place is arranged to temporarily stock the remaining items. The remaining items will be scooped prior to the distribution, to complete the heaps (see below, Preparation of food heaps). If food remains after the distribution, it is sent back to WFP (if over 5 Mt) or it is given as solidarity stock to the communities (with WFP accord and if no large quantities) or if there is space, it is stocked for the next distribution.
In both cases, WFP transporters come with **waybills** (in 3 copies) on which all information relative to the commodities are mentioned (quantity, type of commodities, load date). **The waybill is signed by ACF at the reception, after verification that the load is conform to what is written on the way bill** (quality is adequate and the quantities are correct\(^5\)) and **what was requested by ACF teams**. We give back to the transporter 2 copies of the waybill, and we keep one for the record. **Note that by signing the waybill, the food becomes ACF property and hence ACF is responsible for it.**

Reception should be done at least one day before the distribution (especially if the caseload is large, e.g. 10 000 people) in order to prepare the site and start the scooping as well as to verify the quantity and the quality of food.

**Sensitisation**

Sensitisation of beneficiaries has to be done **at least two days before the distribution.** Sensitisation documents should be translated into **local language.** At least the population leaders should be sensitised, and asked to pass on the messages to the people, if all the population cannot be present during the sensitisation.

Sensitisation messages should focus on:

- **Ration (food basket):** Which commodities (type) and quantity by commodity that the beneficiaries will receive individually and by heap. It is also helpful to make posters explaining the entitlements of different family sizes. These should also be posted visibly on the distribution site.
- **Distribution process:** How we will proceed during distribution; all steps should be explained (waiting point, calling/registration point, distribution point and sharing)
- **Planning** should be explained in detail, and a poster distributed to all community leaders and if possible posted in public areas with **clear date, place and time for each group,** if the distribution is organized during several days and/or in several distribution points.
- **Beneficiaries’ and community leaders’ involvement:** It should be clear mentioned to community leaders and other members of the community in which way they will be involve in distribution process. This is also the moment to remind people to come with their beneficiary cards, empty containers (for the sharing) etc.

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\(^5\) Note that sometimes the real weight of a sack is not what is indicated on it – i.e. a 50 kg sack of rice mays weight in reality only 48 kg, which has an impact on the quantities that AFC receives as well as on the real quantities distributed to the beneficiaries. See Kit Log for more detail on how to check the weight and quality of items upon reception.
Sensitisation meetings with the local traditional leaders (Sheiks) in North Darfur

Distribution

Preparation of food heaps
Food heaps are prepared on the distribution site according to the number of beneficiaries recorded in the distribution lists for the day, and respecting the maximum number of people that the teams can serve per day. The number of heaps of each size (20, 30, 60... see above) will also depend on the household sizes of the day. For example, if several small households (e.g. 1 to 3) are to be served, the number of large heaps (e.g. 60) will be limited.

When the packaging does not fall exact (which is almost always the case), scooping is necessary to complete the heaps, and to respect the exact size of the theoretical ration. Scooping means re-packaging parts of the food into pre-defined quantities, to complete the initial packaging (see examples below). It is called scooping because we prepare ‘scoops’ that fit exactly the quantity of food we need to re-package, and this way avoid weighting each re-packaged item. However, a control sample must be weighted systematically, in order to make sure that the quantities are correct. Note also that certain items, such as salt and sugar, may change weight and volume with humidity.

The scooping can start before the distribution if the food is stocked by ACF, as we know in advance from the beneficiary list how many people we will serve, and consequently, how many heaps we have to prepare. Make also sure that adequate storage conditions exist for scooped items, as they are more sensible than food items that remain in their original packages. If this is not available, the scooping will be done the morning of the distribution. Make sure that minimum hygiene conditions exist in the scooping area, and that e.g. soap is available for hand washing.
Example: Making a heap

The individual ration of cereal is 13.5 kg and we want to group 20 rations together. We will need 270 kg in total → we use 5 bags of 50 kg without scooping (250 kg) and then scoop the additional 20 kg to the heap. 2 bags of 50 kg will be enough to top up (finalise) 5 heaps of 20 rations.

The oil ration is one liter per person and it is packaged in 5 liter tins. 4 tins will be grouped for 20 rations (20 liters), and no additional scooping is needed.

The salt ration is 175 grams per, and it is packaged in 1 kg bags. We will need 3,5 kg in total → we use 3 bags without scooping (3 kg) and then scoop the additional 0,5 kg to the heap. One bag of 1 kg is enough to top up two heaps.

See another example of calculation on quantities requiring scooping in Annex 8.

Exceptionally, if the quantities to scoop are insignificant, we may top up the ration or diminish it, with the donor’s or partner’s prior agreement. This should be well explained to beneficiaries as well to partners during the sensitisation in order to avoid misunderstandings. See example on the following page.
**Example: Topping up a ration?**

The individual ration size of oil is 0.9 kg, and we receive cans of 3.7 kg. We will need 18 kg corresponding to 4 cans + 3.2 kg for 20 rations. In this case, we can give to each 20 rations 5 cans of oil, meaning 0.5 kg too much per 20 people and per month. This translates into an individual increase of 0.83 grams per person and per day. **Note however that even small differences in individual rations result in big disparities if the number of beneficiaries in large.** For example in Gereida with 130,000 beneficiaries, a 0.83 gram difference per person per day would have resulted in an additional demand of 3.2 Mt of oil per month!

We have to prepare heaps of 60 rations of oil. The individual ration and the packaging remain the same. We will need 54 kg corresponding to 14 cans + 2.2 kg. For Gereida, the difference was too significant, given that 60 ration heaps were the most common – the additional demand would have been too large, and hence this 2.2 kg had to be scooped.

In order to avoid confusion in distribution point, **heaps have to be clearly separated and movement has to be possible around and between the heaps** (see photos above). At least 30 cm have to be between two heaps of same size (e.g. 60 rations), and 3 meters between two lines of different sizes of heaps (e.g. between 20 ration heaps and 60 ration heaps). Heaps of 60 rations take more space, and we often prepare more heaps of 60 rations than others because they can be distributed the smoothest and the quickest. For example in Gereida, for an average day we had 110 heaps of 60 rations 45 heaps of 20 rations to serve 7,500 beneficiaries.

**Organisation of the distribution circuit**

**Grouping system requires space** - the bigger the space, the better the site can be organized. A specific, hygienic place needs to be put aside for scooping. The grouping does not, however, require a building, as is the case e.g. with distribution through scooping (due to hygiene conditions). See in Annex 9 for an example of distribution site in Gereida. The below description draws from the organisation of distribution site in Shangyl Tobay.

**Waiting point**

There is a waiting area in the site, 5 to 10 meters away from registration and distribution points, where **beneficiaries wait until the calling for the distribution site starts**. It should provide **shade from sun and rain** (under a big tree or a built shelter), and drinking **water** should be available, especially in hot weather. There should be crowd controllers in the waiting point as well community leaders. Once the calling starts, the community leaders will move to the calling/registration point. This time can also be used to diffuse sensitisation messages, e.g. nutrition, hygiene education.

**Calling/Registration point**

Calling/registration point should be placed well away from the distribution point (min. 5 to 10 meters depending on the size of the site, but it can be further away, especially if the caseload is large, over 1,000 households), in order to control movements in the distribution site.
Each family representative with ration card has to pass through the registration point, to ensure that their name is included in the distribution list of the day. The registrar compares the beneficiary card with the lists, which are printed in order by the community and the family size, and include the number written in the beneficiary card (serial number). These distribution lists are prepared prior to the distribution (again, smoothly with excel). If the card is registered in the list, a column of the distribution list is ticked and the beneficiary signs the register (or affixes a fingerprint). The registrar then gives to the family representative a token with ACF logo and the number of the family size, which will be later collected by ACF at the reception of the food – this way we can follow throughout the day that the number of people served in reality (i.e. tokens collected) is also the number that we have registered. Any disparity will mean that there might be theft or that the registration is not rigorously done. Once the household has received the token, they will proceed immediately to the distribution point.

Calling of the beneficiaries for distribution is done respecting (1) the household size and (2) the village of origin/sub-camp, i.e. all households of size 3 from village X are called in, followed by all households of size 3 from village Y etc. The last remaining households from village X can be grouped with households from village Y, who divide the ration before returning to their village. Note that the overall planning of the distribution is done respecting the geographical locations (we try to serve complete villages/sub-camps per day and mix as little as possible, starting from the most remote areas so that they do not have to travel home too late). If there are random families at the end of the distribution day (who have not been included in the groups), they will be served by scooping at the end of the distribution.

**Distribution area**

When arriving to the distribution point after calling, beneficiaries will stand in line according to their family size. A specific line system is put in place, where each family size has its own line, indicated clearly with the household size. There should be crowd controllers to regularize the flow of beneficiaries. Once there is enough families to form a group (e.g. 10 heads of households of family size 6 for a heap of 60 rations), the households are admitted to the distribution area. The beneficiaries’ tokens are collected and their distributions cards punched by the monitors before they collect the rations. They then enter into the distribution area, where they collect their heap.

The sharing space is located at the exit outside of the distribution point, to facilitate the sharing among the beneficiaries. Donkey cars or other means of transport may be stationed close by, but not should not interfere with the sharing. There may an ACF person available to facilitate the sharing. Note that sometimes people may prefer to share the food only once returned to their home village (untouched packages are easier to transport). It will be more difficult in this case to monitor that each household has effectively received their entitlement.
Reports and checks

During the distribution day, the team leader or supervisor may decide to stop the distribution for a while to verify that the distributed quantities correspond to the number of beneficiaries who are counted as entering the site. In this case, he compares the amount of food that has been distributed with the number of rations that should have been distributed (number of tokens). If there are disparities, there is either theft or problems with the registration.

When distribution finishes, food aid teams count any remaining food and send it back to store (Gereida case) or cover it thoroughly, if it stays in the distribution site (rare cases in Shangyl Tobay case). The team leader will do all the calculations to verify that the right amount of food was served to the right amount of people: does the quantities remaining match with the quantities received and the number of beneficiaries registered as served? It is crucial to prepare daily distribution reports at the end of each distribution day. See example in Annex 10 and 11 (supervisor and team leader reports. The supervisor report compiles all the data of various team leader reports, if there are several.) The team leader will also check all material.

At the end of each distribution cycle (in Darfur each month) an official monthly distribution report is prepared, and given to WFP. Prior to this, the logistician should make sure that the stock report (food received in the stock, food take out of the stock, food remaining in the stock) corresponds to the distribution report. Example of standard WFP report in Annex 12.

Required resources

- **Human resources:**
  Human resource requirements include (again depending on the size of the distribution site and number of beneficiaries to be served):

  - **Food Aid Officer:** Responsible of meetings with partners, preparation of distribution, reporting and follow up of activity and capacity building of team. In Darfur, the presence of expat during the distributions was considered as indispensable to avoid misuse and cheating. Local teams were however trained and key people were identified and given successively more responsibility (over some years). Some distributions have now been
organised only with the presence of local supervisor. See more detail on organising distributions through Food Aid Committees below.

- **Supervisor**: in charge of the distribution with over all view of the site and teams, and management of community leaders. S/he, sometimes together with the team leaders, should also deal with the complaints.

- **Team leader**: management of one aspect of distribution site and one team, e.g. calling and registration or distribution.

- **Monitors**: specific task depending on were they are stationed and in which team they work (calling/registration point, punch area, heaps management)

- **Registrars** are skilled workers, who are able to read and write well, and do the checking of the people in the lists.

- **Distributors (casual workers)**: preparation of site and distribution/commodities management

- **Crowd controllers (casual workers)** should be present to facilitate registrars’ work, help people moving from one point to another and and to maintain order in the distribution site.

- **Community leaders** are present to facilitate crowd control, and also to ensure the distribution is done in transparency. They can also be present in order to testify that all passing beneficiaries belong to his community (some time there are people who try to be served under other community).

See Annex 13 for organisational chart in Gereida and Annex 14 for a more detailed description of tasks in Gereida.

- **Material**:  
  - Scales for scooping: 100kg, 50 kg, 25 kg  
  - Scoops  
  - Empty containers  
  - Puncher  
  - Stick and rope  
  - Stationeries  
  - Calculators, pens  
  - Transport means

- **Documents and forms**:  
  - Lists and planning  
  - Food request form (to double check you get what you ordered)  
  - Registration sheet (Annex 1)  
  - Heaps control sheet (to be used when checking tokens vs. distributed food)  
  - Team leader control form and daily report form (Annex 10)  
  - Supervisor control form and report form (Annex 11)  
  - Distribution report form (partner’s forms and internal form) (Annex 12)
4. MONITORING

Monitoring is an essential part of distributions, as this is the only way we can get feedback from the distributions and be able to assess if food aid is altogether necessary, useful and well-implemented. In Darfur, Post Distribution Monitoring (PDM) was implemented from the beginning. It was limited in scope, to ensure that the data was effectively collected and analysed. When the situation stabilised, the scope was increased and thematic focus group discussions and market surveys were included in it apart from standard household questionnaires. An example of Darfur PDM questionnaire is in Annex 15. In 2006, Food Basket Monitoring (FBM) was done in the distribution sites, to ensure that the sharing by the beneficiaries was well done and the food heaps correctly prepared.

The monitoring chapter here will concentrates on Food Basket Monitoring (FBM) done in conjunction with grouping method distribution. For details on Post Distribution Monitoring (PDM), refer to ACF module on Food Aid and alternatives.

4.1 Food Basket Monitoring (FBM) of grouped food aid

Food basket monitoring is the verification of the quantities and the quality of food received by beneficiaries, as compared to the theoretical ration the beneficiaries were supposed to receive (their entitlements, as defined in the proposal). It consists of randomly weighting rations at the end of the distribution chain. When distributing through grouping method, it allows checking if the food heaps were prepared correctly and if the sharing among beneficiaries was done adequately. If problems are discovered (i.e. if the ration received by the beneficiaries does not match with the theoretical, planned ration), there will be a need to be more rigorous in the preparation of the heaps, to reinforce the sensitisation, and/or help the beneficiaries in sharing e.g. through demonstration.

ACF considered in Darfur that a correct ration is a ration whose weight may vary from the theoretical weight by 5% to 10%, depending on the context. Outside these limits (e.g. less than 95% or more than 105% of the theoretical weight), the rations are considered to be incorrect. Note also that there may be differences in the acceptable percentage of error depending on the commodities and their theoretical quantity. If the theoretical quantity of an item is large (e.g. cereals), a 10% error may be significant: a 10% error in the cereal ration of 13.5 kg/person/month, would allow a variability of the ration for a household of five (total theoretical entitlement of 67.5 kg) from 60.75 kg to 74.25 kg!

Depending on the modality of the distribution system (scooping or grouping) the type of monitoring to be carried out is different:

**Grouping:**

When grouping is used (as is the case in Darfur,) after choosing the sample (see below), the first step of FBM is to verify the quantity and the quality of all commodities in the heap received by the group of households. It consists of counting the packages and weighing the scooped commodities, and comparing these to the theoretical heap size. The second step is to verify what
the individual households received, after the food was shared by the group. This is then compared with the theoretical ration according to the household size indicated on ration card.

### Example: Food Basket Monitoring for grouping in practice

In Shangyl Tobay, when beneficiaries come out of the distribution point, a head of household is selected according to the sampling. He/she is then followed to the sharing site, where the whole heap is verified before the sharing (packages counted and scooped items weighted). When the beneficiaries have finished sharing, the individual ration per head of household is weighted and compared with the theoretical ration of that given household size. Any problems are directly reported to the distribution teams.

### Scooping:

In scooping system, the commodities received by the sample of households is weighted directly at the exit of the distribution area and compared with the theoretical area.

The FBM is conducted over a full distribution day on the distribution site itself (e.g. Shangyl Tobay). However, if beneficiaries share their food in their living place (village, sub-camp etc), the FBM team has to start the monitoring on the distribution site (to verify the heap size) and then follow the group to their place of origin to verify the final sharing. This methodology was planned for Gereida.

### Sampling

A sample of minimum 30 heads of households has to be monitored, whatever the total number of beneficiaries served on that day is, in order for the sample to be statistically representative. The selection of the sample is done using a fixed sampling interval (e.g. if 30 heads of households are to be checked from a total population on 1 200 heads of households, every 40th +/-2 head of household should be checked <-> 1200/30=40. The first household to be checked is chosen randomly, e.g. using a random table or by drawing a number from one to ten from a hat). Note that the sample has to include all kinds of heaps proportionally to their prevalence.
Example: Sampling for FBM in Shangyl Tobay

105 heaps of 60 rations and 35 heaps of 20 rations are prepared in Shangyl Tobay area for 7000 beneficiaries, meaning that 10% of the beneficiaries receive their ration from heaps of 20 (35*20=700 rations → 700/7000 = 10%), and 90% from heaps of 60. The sample should respect this proportion, i.e. 90% of the sample should be from heaps of 60, and 10% from heaps of 20. For a sample size of 40, 4 household rations should be checked from heaps of 20, and 36 from heaps of 60, noting that the sample size for 20 ration heaps is very small and it will be difficult to draw representative conclusions on this. Nevertheless, it will give us an idea.

In reality, it was not always possible to respect the sample size and the proportions due to time constraints, and most commonly a sample of 25 was checked: 20 beneficiaries from heaps of 60 (every 10th heap we check 2 beneficiaries ration) and 5 from heaps of 20 (every 5th heaps we check 1 beneficiary’s ration).

Note that the degree of precision of this sample is quite large and it will be difficult to draw firm and representative conclusions. It is however useful in giving ACF an immediate indication as to where and how the distributions need to be improved.

Data analysis

The data is computerised in Excel, and % of error per item and per heap size is determined. Once the database has been set up, analysis of the data makes it possible to obtain the following variables:

- The quantity of each foodstuff received per person, in kg/person and compared to the theoretical ration and family size
- The average weight of each item distributed
- Minimum and maximum values observed (kg/person)
- Correct and incorrect ration quantities (ration weights between 95 and 105% of the theoretical ration)
- Estimation of the total quantities distributed in reality

Results from the weighing at distribution site should be communicated directly to the distribution teams already during the distribution so that they can make immediate adjustments – either readjust the heaps or help beneficiaries in sharing the food, i.e. you should not wait for the final results that are available only days after the end of the distribution!. It is important that there is a continuous flow of communication between the FBM team and the distribution team. See example of FBM sheet in Annex 16.

Required resources

- Human resources
  The human resources necessary depend on where beneficiaries share the food (at the distribution point or at their living place). Each team should be composed by 1 monitor and 2 daily workers.
In Shangyl Tobay where beneficiaries shared the food at the distribution site, there was one team in charge of FBM:

- One **monitor** in charge of sampling, reading the scales and recording the results on the FBM sheet.
- Two **daily workers** for handling commodities and scales.

If groups share food in their location, at least 2 teams will be needed (e.g. Gereida).

- **Material**
  - Scale: 10, 25 and 100 kg weighing scale
  - Tripod for hanging the weighing scale
  - FBM sheet for recording results (Annex 16)
  - Pens
  - Calculator

5. “REMOTE CONTROL” DISTRIBUTION

“Remote control” is a method of distribution to be put in place when access to the distribution locations is not possible or very difficult, e.g. due to security. The presence of ACF staff in the field is minimal, and at best case sporadic field visits are organized to assure a minimal monitoring. “Remote control” is **intrinsically inspired from community based methods that should also be used in “normal” situations, to improve the implication of the community in the distribution process and give community more ownership of the programme.**

**Context**

The majority of NGOs in Darfur found themselves with highly restricted access to the field in December 2006, after ACF and other NGO compounds in Gereida were attacked and the overall access to the field due to security risks was drastically reduced. **New and innovative ways of implementing food aid** were needed and remote control distributions through **Food Aid Management Committees** were put in place in Shangyl Tobay and Shadad camps in North Darfur, to pilot the approach. ACF distributed food to 36,000 beneficiaries in these IDP camps through 3 staff who originally lived in these camps and a Food Aid Management Committee in each location. The distribution sites were located 85 km and 1h 45min ride from the base in El Fasher, and senior staff based in El Fasher could not undertake this travel, due to elevated risk of car jacking, looting and violence. Occasional visits could be organised by helicopter.

ACF had implemented food distributions by grouping system in these locations since 2004 with same personnel and had a solid relation and confidence with them. ACF also set up and trained Food Aid Management Committees in Shangyl Tobay and Shadad already in October 2006, to allow the local communities to get more involved in the distributions (see below more detail on

6 The seasonal food aid support programme between June and October 2007 will be implemented in a similar way.
Food Aid Management Committees). In other words, the communities were not new to food aid distributions or to ACF.

**Organisation**

Two ACF teams were in place, one in the office in El Fasher supervising the distributions at distance and one at the distribution site, implementing the distributions and monitoring them in close collaboration with the Food Aid management committee, local authorities and communities. Office team was in charge of preparing all necessary resources and means to be sent to the field, collecting data from field by phone, analysing it and making the final reports. **Systematic and regular communication between the two teams is crucial** – meetings between the office and field teams took place before each distribution (briefing and distribution preparation) and after each distribution (debriefing and reporting). Telephone (sat phone) or radio contacts took place daily during the distribution preparations and twice a day during the distribution itself. The office team took any opportunity to go to the field to meet communities and beneficiaries, and to verify the accuracy of activities. These visits for the office team and WFP monitors were organized by helicopter (WFP facilitated). The field visits concluded that the distributions were correctly done, but so far no PDM has been organised.

**Food Aid Management Committee**

Food Aid Management Committee is a group of voluntary people that the community chooses to be the link between the “providers” of relief food (ACF/WFP) and the beneficiaries, and who help in the organisation of the distributions. Food Aid Management Committees can and should be put in place even when the security situation is good, to enhance the community involvement in distributions. They participate, among other, in:

- Identify people in need and report any new arrivals
- Facilitate headcounts
- Help in passing sensitisation information during the sensitisation meetings and in other unofficial or official fora
- Participate in pre- and post-distribution meetings (sensitisation and feedback) with ACF
- Help select suitable distribution sites
- Help select daily workers
- Receive and help guard food stocks as required
- Facilitate crowd control/queuing discipline during distributions and registration
- Identify problems or take complaints, and help find solutions
- Help ensure distribution process is fair, and that power abuse/corruption is minimised
- Help in the physical distribution, when needed

The members of the Food Aid Management Committees should be representative of the community, reflecting the varied social status of the people. In Shangil and Shada, they were composed of 7-9 people and renewed every three months, or so. The members should:

- Be voluntary, elected by men and women in the community
- Be ethnically neutral, honest, and co-operative
• Have 50% female membership (as women play a pivotal role in household food security and tend to know the most vulnerable people in the community)
• Represent different age groups (elders/youths)
• Reflect varied social status in membership (e.g. teachers, IDPs/residents, the very poor)
• Have a leadership team of one chairperson (and a deputy) and a secretary, of which either the chairperson or secretary should be a woman
• Only one Sheikh/Omda (traditional leader) is permitted per committee and the committee decides whether this is the chairperson or not

The Food Aid Management Committee is voluntary so it is not paid, but they should be provided e.g. with soap if they work in the distribution site and other means that are necessary for the smooth running of the distribution. The Committee is trained before it undertakes its chores.

Required resources

➢ Human resources (based on Shangyl Tobay and Shadad experience)
Office team is composed of the reduced food aid team (see above): less staff is needed as they will not go on field.

• Food Aid officer: for meetings with partners, preparation of distribution, reporting and follow up of activity and capacity building of team. When security context does not allow delocalised staff in the base, this role can be done by supervisor and closely followed up by senior staff remaining in the base
• Supervisor: in charge of updating all data, contact with field team, assisting FA officer for follow up, reporting and capacity building
• Monitor: “commodities trucking manager”, who is in relation with partners logistics and is in charge of follow up of food dispatching and food received data (for the preparation of waybills, and follow up reports)

Any time when security situation allows, the team has to be ready for monitoring visits in the field. All final analysis and final reports are done by the office teams, based on the input from the field teams.

Field team is composed by the local team (not delocalised) and assisted by community representatives (Food Aid Management Committee and local leaders).

• Team leader is in charge of management of field team, all communication with office team, representation of ACF in field (local authorities, communities and community representatives) and reporting
• Two monitors work under the supervision of the team leader, and are in charge of organization of distribution and its smooth running.
• Daily workers are in charge of crowd control (6 persons) and commodities management (12 persons) for the whole period of distribution.

7 In El Fasher there is no ACF stock so food aid teams take care of the relationship with WFP, even for the dispatching of food to the distribution site.
NB it is necessary to be extremely clear on the responsibilities of each person in the field team – one person should be responsible of all the documents and of passing the information to the office team.

- **Material**
  In addition to “normal” distribution tools, the necessary material include communication means and detailed, written guidelines and additional management/implementation tools, as to how to proceed in the distribution which are prepared by the office team, and additional report formats. The field teams must be thoroughly trained in implementing the guidelines and these must be well understood by all people involved in the distribution. In more detail, the material includes:

  - **Communication means**: A radio or telephone is needed to stay regularly in touch. One Thuraya sat phone was given to the field teams in Shangyl Tobay, as radios could not be used. In order not put the team in insecurity, given Thuraya is sensitive and attractive material for armed groups, a contact time was fixed in the morning and in the evening (9 am and 5:30 pm) so that the phone call could be made in private (compound or office only, never in the distribution site).

  - **Documents**: Usual food distribution forms were used, but further sensitization on their use was necessary to ensure they were filled in correctly and that the key messages were passed fluently during the phone contacts. Main documents to fill in daily and to communicate to office team are:
    - Reception sheet, on which distribution teams record all information during reception of commodities (way bills information and food received) (Annex 17).
    - A form permitting easily the calculation of new food news, comparing what is in stick, what is distributed etc. (Annex 18)
    - Daily report form, on which distribution teams report all information about site management: food received, distributed, beneficiaries served and comments about any particular events during a day (organization, difficulties…) (see examples in Annex 10 and 11. In Remote control situation these are enriched with a part including more qualitative information)
    - Casual workers payment sheet (Annex 19), on which the distribution team leader notes the number of casual workers and total amount spent. She/he also keeps a worker sheet, where the casual workers sign being paid.

NB An external evaluation is planned on Remote Control Food Aid operations in North Darfur, during the second half of 2007.
ANNEXES

1. Registration sheet
   See attached Excel file.

2. Capitalisation of Headcount in North Darfur 2006, by David Mahouy

I. Introduction:

A head counting is a count total of each people targeted, in one place or area demarcated in one particular moment. The result of the head counting is: to classify, to list, to check and to register each persons living in this same area.

Then logically, after a head counting, come the registration and the distribution of token for one period of distribution.

In deed, the registration is an important point, especially for the population as refugees or IDP during war or conflict. It’s the main tool to protect the people against the turning.

It can ensure for people:

- Family reunification
- Access to basics needs
- Protection

It can ensure for ACF:

- Identification of each families and individual
- To know who and where are the individual
- Classify and target the population in needs
- Source of information to find appropriate solution

The main goal of the head counting is to give them a pre-registration token and take back during the registration to exchange against a registration token. After this you register them in computer and prepare a final ACF card.

II. Organization of the Head Counting:

II-1. Methodology:

To prepare, organize and to achieve a head counting and fit together in the same time, will be your first objective.

I’ve take the example of one huge head counting organized in the south El Fasher area, Darfur, Sudan, 2005/2006. In this area, we distributed in 6 locations, for more than 200 villages, represented by 55.000/60.000 persons.

The head counting was organized more than two month before and was kept secret. Secret because most of the people non-targeted around this area will have the possibility to receive one token for the future registration and to distort the count.

I can classify this preparation in several points: this is a resume and a synthesis of the different steps
To evaluate the number of people which will be counted
To make a choice concerning the number of locations necessary and where
To choose the most appropriate technique (See the technique after; in line or in square) and prepare the locations
Make a planning in function of all the restraints you can predict
To identify all the needs that you need in term of supply and in term of security
To prepared the two different sensitizations: one for the principal actor (local people and expatriate which will have the responsibility of one location) and one for the authorities (the main actor and transition between us and the population)
Organize the transport of all the quantities of items in collaboration with the logistic and prepare the future house for the one night expatriate
2 days before the real head counting, make the pre-sensitization of the authorities
1 day before, all the expatriates arrive in the design location and make the sensitization
The head counting can start and we distribute the token of pre-registration (See Annex 1)

After this point, we can add the following step after the end of the head counting: The Registration

- The people are called to come back with their pre-registration token
- The team wait to the table of registration and register one by one the house hold (each token must be present to be counted)
- In exchange we give them a Registration token.
- After the end of registration, we tape the data entry
- We check the double name and the double registration
- We write one by one the final card ACF laminated
- You must find a technique against the reproduction of the future card

II-2. Preparation of the locations for the head counting:

Case of Shangyl Tobay, December 2005:

- Choice several locations. We had 6 locations for 55.000 persons (Mistake: concerning the number of locations, it should have be more than 6).
- Ask permission to the authorities of the villages to welcome the head counting.
- Ask permission to the owner(s) of the place to borrow his land.

Example of one “forgetting”: in Shangyl Tobay, we have found a sand land near the IDPs camps. Darfur is desert, then for us, we’ve just asked to the owner of this land. 2 weeks after, we’ve convoq by the SLA tribunal, because we hadn’t ask to the Sheikhs and Omdas (the owners of the owners), who are responsible of the dispatch of the land.
- Organize the preparation of the first circle with threes. We made a square of threes with one enter.
- Check with logistic for the order of head counting items: irons bar, scotch, hammer, rope.
- Dispatch on the field location.
- Prepare the second line. After the inner square, you have to make a second square with iron and rope. (See the draw after).
- After it we asked guards for the irons and rope until the day of head counting.

It is a real simple things to do… but in fact the two huge problem we had met were: the time and the secret thing in the same time.
Plan December 2005: Before having cancelled (20,000 people previous)

130 Meter

15m

Thorny trees

100 m²

Expatriates et local ACF

Casual Wk

Rope 2 lines

Beneficiaries waiting to enter & receive token
New plan review after having cancelled: (1 location for max. 5,000 persons)

**80 Meter**

![Diagram of 80 Meter]

Thorny trees

50 m²

15 m

Casual Wk

Local ACF (Put the gentian on the nail)

After canceling the head counting in December 2005, we thought about it and about the problem met. The conclusion, was this new plan for each location. The decision taken was about the number in each area: no more than 5,000 persons per area.

**Before having canceling:**

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<th>Location</th>
<th># Beneficiaries</th>
<th>Site/Location</th>
<th># Expats</th>
<th># Local Manager</th>
<th># Drivers</th>
<th>Thuraya Handset</th>
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<tr>
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<td>2</td>
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<tr>
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<td>5</td>
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<td>7 12</td>
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Modification after the head counting in yellow.

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<th>Site/Location</th>
<th># Expats</th>
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<td>2</td>
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<td>2</td>
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<tr>
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</table>

II-3. Pre-sensitization & Sensitization: (See annexes 2 & 3)

The sensitization has been done in Darfur in two times: the pre-sensitization and the sensitization. The sensitization is done one day before the head counting while the pre-sensitization two-day before.

a) The pre-sensitization:

A team of 3 expatriates was done the pre-sensitization and 6 local staff two day before. In the case of Shangyl Tobay area, we had more than 200 Sheikhs and village to do and we passed most of our time to travel in ACF cars.

In fact, this is not a sensitization but just one invitation for the Sheikhs in one meeting point. The only information you have to give this day is: Date, time and location (meeting point). The rest of the information will be given the day after, then the day of the sensitization.

b) The sensitization:

Each expatriates responsible in one location will do the sensitization, the day before the head counting.

To come back in your planning. Before going in the field to finalize the preparation and the organization, you have to make a training for the expatriates in charge of one location and also do the same for the local team.

It's important that the expatriates understand well the head counting and his importance. In deed, after it, all the sector will see the benefit to have one clear data of the population.

It is also necessary to create some team polyvalent. In deed, in each team you will have two expatriates and some local people.

When you create team, never forget that:

- The choice of the responsible in the location is the first priority
- You need to have one expatriate who have quality in management, communication, have the sense of meeting and who are firmly in his decision.

II-4. The discretion:

In the case of Shangyl Tobay the discretion was necessary and we try to kept the secret until the last moment. Either it, some people took donkeys to go to inform other village non-include, about the date of the head count. When we arrive the morning of the head counting, some people had slept directly in the location. We had previous 20.000 peoples, but in end it was more that 30.000 person arriving this day. To conclude, because of security, we had to cancel it.
Never forget that one ACF card can be an income source or one expenditure in less for the household. We know in Shangyl Tobay that some people went far away to receive ticket and it showed us the importance of it.

III. Logistic:

III-1. Introduction:

The 2 first problems meet in logistic is the time and the huge quantity you need for few time.

- Expatriates (13 + 1 stand by base) and local team (40)
- Time (Several month of preparation)
- Token, (then previous earlier you can, imagine something like 60.000 token)
- House one days (huge people team to accommodate >70 people)
- Cars (in Darfur 2005/2006, 13/14 cars and 6/7 HF + 13 drivers)
- Security (See after)
- Radio & telephones (2 + 1 per location)
- Rope, iron, gentian, scotch, hammer. (in Km)
- Evacuation plan (Log + manager head count)
- Responsible of stand by car and all the security aspect (with your collaboration, the log team will be responsible of it)

Resume of the example of Logistic Needs for Mission “Crevette”:

<table>
<thead>
<tr>
<th>Name</th>
<th>Shangyl T.</th>
<th>SD</th>
<th>GB</th>
<th>MRA</th>
<th>TR</th>
<th>SA</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Site/Location</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Population</td>
<td>20000</td>
<td>10000</td>
<td>10000</td>
<td>7000</td>
<td>3000</td>
<td>7000</td>
<td>57000</td>
</tr>
<tr>
<td>Meter Square inner circle in m2</td>
<td>100</td>
<td>73</td>
<td>73</td>
<td>65</td>
<td>45</td>
<td>64</td>
<td>420</td>
</tr>
<tr>
<td>Surface area inner circle (Threes)</td>
<td>400</td>
<td>292</td>
<td>292</td>
<td>260</td>
<td>180</td>
<td>255</td>
<td>1679</td>
</tr>
<tr>
<td>Meter Square ext. circle in m2</td>
<td>130</td>
<td>113</td>
<td>113</td>
<td>105</td>
<td>85</td>
<td>104</td>
<td>650</td>
</tr>
<tr>
<td>Surface area ext. circle</td>
<td>520</td>
<td>452</td>
<td>452</td>
<td>420</td>
<td>340</td>
<td>416</td>
<td>2600</td>
</tr>
<tr>
<td>Iron stick per 10m (For ST: each 5m)</td>
<td>104</td>
<td>46</td>
<td>46</td>
<td>42</td>
<td>34</td>
<td>42</td>
<td>314</td>
</tr>
<tr>
<td>Rope External circle (3 Lines)</td>
<td>1592</td>
<td>1370</td>
<td>1370</td>
<td>1273</td>
<td>1030</td>
<td>1261</td>
<td>7896</td>
</tr>
<tr>
<td>Number of line/Passage</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>13</td>
</tr>
<tr>
<td>Iron stick per 2m for line (20m long)</td>
<td>80</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>20</td>
<td>40</td>
<td>260</td>
</tr>
<tr>
<td>Rope for line (20m long)</td>
<td>504</td>
<td>252</td>
<td>252</td>
<td>252</td>
<td>126</td>
<td>252</td>
<td>1638</td>
</tr>
<tr>
<td>Total of stick</td>
<td>184</td>
<td>86</td>
<td>86</td>
<td>82</td>
<td>54</td>
<td>82</td>
<td>574</td>
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<tr>
<td>Total of rope</td>
<td>2096</td>
<td>1622</td>
<td>1622</td>
<td>1525</td>
<td>1156</td>
<td>1513</td>
<td>9534</td>
</tr>
</tbody>
</table>

Gentian (Prefer the powder than the liquid)

Example of Shangyl Tobay for the count before:

20'000 persons
2 persons per square meter = 10'000 m2 = 100x100m
Total circumference inner circle: 100 x 4 = 400m
Total circumference external circle: 130x4=520m
Iron bar external circle: 520/5m = 104 sticks
Rope ext. circle: (520x3) + (104x3x0.1) [10cm or 0.1m to make the turn of the iron] = 1592m
Iron bars 4 lines of 20m (iron bar each 2m): 10 sticks x (4x2lines) = 80 sticks
Rope 4 lines: (20m x (4 lines x2) x3) + (80 x 3 x 0.1) = 504m
Total Shangyl Tobay:
Iron bars: 184  
Rope: 2096

III-2. Security:

The security is the more important point to prepare and organize a head counting. In deed, you must predict the unpredictable, with a context where the people will wait most of the time under the sun, with or without water, with old men and baby, with a lot of people bring together in a same point.

We can identify some sector concerning the security issues:

- Expatriates and local team
- Casual workers
- Guards and watchman
- Local authorities
- Village abandoned during the head counting

2-a) Expatriates and local team:

The security plan will be done by the expatriate in charges of the head counting in collaboration with the Program coordinator and the logistic team.

You have to:

- Predict which evacuation road will be taken in case of problem
- Choice one responsible of security (the decisional person, who will be alone to say yes or no in a final decision)
- Delimitate the criteria to say it’s better to cancel or not
- Choice one responsible expatriate in each location
- Design one driver in each location to be in HF stand by
- Design one responsible in base to be the security contact

2-b) Casual workers:

The casual workers are used to organize outside and inside the area. They will be pay (depend of the situation) for it and their roles will be important. They also will subject some pressure and it can be dangerous for them to be between the population and the organization of ACF.

2-c) Guards and watchman:

Guard or watchman will be necessary to prevent some excess of some people and to be sure that anybody get out of the fence in the case of the people are installed inside the area. This role can be difficult, that’s why take people who are respected by the population for this job.

After having cancelled the head count, we decided to put the beneficiaries inside the fence to go out in a second time. It would have been easier for the guards to control and check the people coming from inside.

2-d) Local authorities:

It is sure that we need to work close to the local authorities as the Sheikhs in Shangyl Tobay. They will be the main support to the well realization of the head counting. They will be in charge to help us (FREE) in the communication with the population about the organization and the discipline that people have to follow.

The Sheikhs for the example (in Darfur 2005), were the actor of the sensitization. To start with them, 2 days before the head counting, we had to pre-sensitize them and proposed them a meeting the day after in one definite hour.

The day after, all the Sheikhs arrived in 6 different locations, in function of the origin village. Each expatriate in charge of one area had made the real sensitization. You must go quickly in this case,
because after the end of the sensitization, the Sheikhs had to make the same with all their population, for the morning following, date of the beginning of head counting.

The Sheikhs will be also in charge of the organization and the discipline of their population during the process of counting. The main strength of your head counting will be here, more the population follows their authorities and more you will achieve.

No Sheikhs have to be paid for that, it is a free help for the benefits of the population.

2-e) Village abandoned during the head counting:

This example come from Darfur 2005, during a head counting some village were stole because nobody was in stand by over there. The best thing was to ask them a small list of people that are able to stay over there for the “protection”.

IV. Lessons learnt:

IV-1. Head counts in line: Beneficiaries wait to be counted in several lines (according to the population number)

- Have to be used when you open a mission or an area. Easier and accurate, but if the populations know how to proceed, people in line can move easily.
- ACF local and international staff that gives the token one by head, the expatriate gives the token and the local staff mark the finger of the people that receive the token for avoid the cheating.
- Expatriates pass between the population and give them registration token ; in the same time the ACF local team mark each person on their hands.

1-a. Strengths:

- Quickly: the head count takes less time than in square, then, people wait less, are more discipline and organize
- Easier to do than in square

1-b. Weakness:

- Difficulty to control and check all the people, because of the undisciplined people who move.
- More easy to receive 2 or 3 token
- Easy to fraud
- If this system is repeated the beneficiaries know how to pass two times.

IV-2. Head counting in square:

Beneficiaries were counted in one square with dimensions is according to the population assets in each location. This square/area is clearly defined by trees and ropes for protect the site and survey the people inside and outside. “The beneficiaries wait in the main gate for receive the token and stay inside the square until the last beneficiaries take the token”.

*In fact it’s better to do the contrary, people inside and go outside.

2-a) Strengths:

- The security concerning the car in stand by was perfect. All the day they stay in stand by radio with El Fasher and with the other location.
- The communication was good and we followed each events is the real time.
- The coordination between the 6 locations was perfect. It is an important point because, in this kind of head counting you must start all the location in the same time and finish also nearly in the same time
- Camp residents and residents obtain only one token.
2.b) **Weakness:**

- **Time:** too long is a weakness. In deed, in Shangyl Tobay camps, we passed more than 8 hours for more than 20,000 people. This day we weren’t able to finish then we cancelled.
- **20,000 persons** are to huge to managed and to organize with discipline in just one location.
- The technique we used is to make sit down outside and one by one each people entered in the area delimited. In fact the best way would have been to concentrated each people inside the location and after they exit outside one by one; like this each people can go in his house without wait long time. In the same time you must close the door to enter at one précis hour, like this you can be sure that the people which exit, will not go in other area to be count a second time.
- The gentian violet (ask nutritionist in TFC) is used to mark the people in their hand or in their nail. The problem met over there is that the people, after two years of relief, known perfectly several technique to fraud. For example before receive the gentian, some people passed on their hand cream or oil, like this after the mark they were able to clean easier the gentian. This problem was meet with the gentian liquid, but with the gentian in powder it was more difficult to remove.
- Because of the unequal number in each location, we were able to start in the same time but not to end. It was a huge problem for the first who finish, because they had to keep the population for not displace in other location and receive a second token. The technique would have been better if we had enter all the people inside the area and after it close the door for the enter.
- The HC take a lot of time, in December some places spend 5 or 6 hours.
- People are no patient. When they receive the token, for them it’s finish.
- To long for old and baby people.
- No sun-protection shelters. Area properly sheltered.
- No loud speakers.
- No water point services provide.
- No time to approach with the community. People do not understand the process (more sensitzation)
- In some locations, the square’s capacity was so small for the number of beneficiaries received.
- The experience confirms that the HC system is successfully with one number no more elevated those 5000 beneficiaries by HC sites. The reasons of this is due to:
  - More than 5000 beneficiaries by site is no under control for us and for the community participation. (Main gates, organization inside, watchman).
  - The time spend in the process is long for more than 5000 beneficiaries.
  - The possibility to cancel is lower. And if we cancel, the risk of incidents is less elevated for evacuated the area quickly.

**Fraud:**

- Some people, after receive the final ACF card, had cut in two the card. After this they shared with other people to receive two time. They invented a lot of story when we questioned about it. The solution is to confiscate the card until the end of the distribution and if you don’t find the second part you are able to give the ration.
- We found also a lot of falsifications card. In deed, some people find a solution to peel of the lamination of the card. After it, they made some copy with some new names and re-laminated. The solution is to make one different color in each location and to put the ACF stamp in the back of the card with color. It’s more difficult to make a recto-verso copy and also to copy in color for some country.
- Some people achieved to fraud during the head counting and eluded of the vigilance of the guard (especially the children who are able to pass under the rope/threes. Like this some people receive two token of registration and then two different name the day of registration.
You must also be careful the day where the local team writes the final card. Sometimes, they are subjected to have some pressure of different part and can change some name in the card or create some ghost name. In deed, for the local team, this responsibility can put them in hardly position.

V. Recommendations:

V-1. Advise to help you:

- Make a lot of meeting. The sensitization is so important for the well comprehension of the population.
- Make an accurate planning of your task and respect it, if you can.
- Don’t prepare, organize and make the head count alone, coordinate and associate with other NGO. This head count will serve for everybody.
- The head count was difficult to organize with some Sheikhs and Omdas because some of them received more than 5 ration or had create a business around the food distribution. For them head count was synonym of new negotiation with the people for their business. You will maybe confront against some local authorities that have not interest on it. Be diplomatic.
- Same thing with some refugees. Food can be synonym sometimes with fraud and business. They are maybe afraid to lost their parallel trade
- A head count permit to avoid the old double registration
- It permits to be coordinate with the other organization in term of beneficiaries. Most of the organization made their own count, with their own criteria of registration, and after, I saw that each NGO owned different final number.

V-2. Small details easily forgotten:

Some details are forgotten easily, but these are very important for the good organization of the head counting and his quality.

- Coordinate with the other NGO to be sure that all the population will be able to go to be count.
- Don’t forget to secure the village abandoned during the head count and create a short list with some beneficiaries who will protect their village.
- Find solution for the exception case as the sick people, pregnant people in hospital….

EXAMPLES OF TOOLS:

Pre-Sensitization in English for expatriates and local team:

| From: Food aid Team |
| To: Expats and staff for Head counting. |
| Date: 14 December 2005. |

Welcome to Head counting process!!!
Like expatriates in charge of the site, you will work with national and local staff. This national and local staff has different task during the Head counting process.

Food aid team:

One staff from food aid will work with you in the sensitization and for the duration of The head counting.
**Food aid Task:**

- They will be the local responsible of the local team, and then if the local team has some problems, they will refer to the local food aid person, which will refer to the expatriate.
- Translate and help the expatriates during the sensitization to the sheik in the distribution point.
- Explain and show the gentian violet process.
- Select the 11 casual workers + one secretary (except in Galab that we will have three) and brief them about the positions in the head counting process.
- Organize the people outside or inside. (Depends where more conflict...is)
- The local food aid in each location will be the referent and because he knows the area perfectly, he will be involved in all the decision that must be taken.
- Just the food aid team are allowed to entry inside the square and only the food aid local team, it’s means that the food aid team must make respect this low to the other.

**Staff team from El fasher:**

- Take part in the process, only during the head counting day.
- El fasher national team, work directly with the expat in the line of access to the token distribution, will be in charge of gentian violet. (Beneficiaries introduce their hand completely in the gentian violet and at same time receive the token from the expatriates)
- In case of problems, the staff team from El Fasher will contact the local food aid team in the field.
- It is forbidden to the staff from El Fasher to entry inside the square and he will not move of his origin place.

**Casual worker:**

- 12 people that collaborate with us in each distribution, and know the ACF system, this 12 casual worker will be disseminated between the big square that receive the beneficiaries and the protection borders (for avoid some problems, like beneficiaries that move, security incidents inside the site…)
- It is forbidden to the staff from El Fasher to entry inside the square and he will not move of his origin place.

**Expats:**

- It is forbidden to the staff from El Fasher to entry inside the square and he will not move of his origin place.
- Distribution of token and control of the site.
- In case of big muchkila, the expatriates must call one people of food aid expatriate to refer and take decision together.

**Sheikhs:**

- It is forbidden to the staff from El Fasher to entry inside the square and he will not move of his origin place.
- Control of the people that wait for the token.
- The sheik will be outside of the square. will be the last one in receive the token.
- It is forbidden to the staff from El Fasher to entry inside the square and he will not move of his origin place.
- The Sheikhs will just receive one token for one Sheikhs, and just one.
- They must organize and make sit down the people in the same time.
SENSITIZATION FOR HEADCOUNTING

Date: 27.11.2005
From: FA team
To: Sheikhs

Salam Aleikoum.

ACF wants to lead a new registration of the area where it is working. Real figures of population have indeed changed since last registration in March. We want to know the real figures to be able to provide the adequate assistance, to plan for the future, and, more generally to know you better and to understand better your situation.

We need the involvement of the whole community, and especially the support of the community leaders in all aspects of the process, before the day of head counting, and during this day.

- First, to inform all the population (everybody: children, women, men…) to be present tomorrow at 7h00 (8h00 new time) in the area we set up, and to be organized in line.

- It is very important to be on time, we will start at 7h30 (8h30 new time) and the people who are not in line at this time will not receive any token.

- People will have to sit down along the rope, one by one, and to stay until the end of the process. For this, don’t forget to bring water for the children, because we will not accept movements during the process.

- Second, to make sure that the people will stay quiet during the whole process; you have to explain to your people that their individual behavior can make the head counting a success or a failure; in case of failure, we will have to cancel it and to do it again, which means food distributions will be delayed.

- People have to understand that cheating means stealing of the food from other people in Darfur who will not receive their ration.

- This is your responsibility to inform all the people: we will not accept in the future any complain about people not aware of the head counting process; this day, children will have to miss school in the morning, people will have to come back from their farms, from their pastures, etc.

- People responsible for distributing the tokens will be ACF (eventually in cooperation with other agencies) staff, just here to help you and also waiting for your help on this process.

- We insist that it is essential to have all your people present this day, and you have time now to gather even the people far from the village. Also it is essential to be on time and to respect the organization of the process. To conclude, help yourself and we will help you.

Organisation of the day of HC:

1. When we will arrive, we want to see all the people sit down and organized in line behind the distribution site of token. We don’t want to see anyone not sit down. We are agree that if some people will stand up, we won’t be able to begin the distribution of token, and then we won’t distribute food the month later.

2. When all the people will respect the first rule (sit down in line), we will begin with one expatriate and one local staff from El Fasher. In first some casual will accompany some groups of 20/30 people to the main gate where one team (1 expatriate & 1 local from El Fasher) attend them. The local team will be in charge of soak/put the left hand of beneficiaries on the bucket of gentian, and the expatriate will be in charge to give the token on the right hand of beneficiaries.
3. In fact we stay on the place, and it's the people who move in the line to the expatriate/local team.

4. In our side, we wait that the local from El Fasher have finished to soak the left hand of people for given to them the token. We wait on place and it is the beneficiaries who move.

5. After having receive the token, all the people entry on the place previous for wait. They had to sit down in this place during all the time of the distribution. In plus they must stay sit down without stand up, which it easy for all to control the situation. If one people stand up, all the people stand up, then it is the distribution of token that will stop.

6. The Sheikh will participate in the headcounting, but it's forbidden to them to organize in the zone of wait (the place where people wait after having receive the token) and in the zone of distribution of token. It's clear their participation will be free, volunteer and without salary or something like this. The best salary for the Sheikh and then for all the people, is to finish in time and without problem the distribution of token and then to receive the food distribution in the future and the next month.

7. People who are present = 1 token
   People absent = 0 token, this is not negotiable.

8. Each people are responsible of his own behavior and one mistake of one people annul the food distribution for some months for all the point of distribution, it means 50000/60000 persons. If we annul one location, it's all the locations that are automatically annulled.

9. When the distribution will be finished, we ask people to be responsible and don't run to the exit. We take back in prealability the lines of distribution of token and logically the peoples just behind the door of exit will go out the first. The peoples in the back of the waiting site (people who are far to the exit), should be patient few time and they will have to stay sit down until the sheikh authorize to stand up to the exit.

Questions, comments, suggestions ?

PS: Planning for the future days:

1. Sunday
   10:00 Meeting in the office
   10:30 Departure in convoy to Shangyl Tobay Area Head counting locations
   12:00 sensitization in the distribution point with sheiks.
   15:30 Arrival and installation ACF_St guesthouse
   17:00 Training for head counting day by Acf food Aid team.

2. Monday
   08:00 all the teams join their location. we start at the same time in each location.
   12:30 or 13:00 we close the head counting
   14:00 back to St house: count of token distributed by location: first figures of beneficiaries
   16:00_16:30 back to El Fasher

3. Tuesday
   09:00 start the registration process in Tangarar,Umkrair,Sharifa,Galab(Patrick,Claire,dauda,valerie,sam)
   16:30 back to Ef

Until end of year registration.
Sensitization local team & expatriate team

A. Sensitization:

1. Chaque expatriés devra faire la sensibilisation pour les Sheikhs et la populations le 18/12/05 à 14h00 sur chaque location.

2. Seulement l’expatriés en charge du site et le food aid monitor seront responsable de cette sensibilisation (Voir dans l’enveloppe à « Sensitization for head counting »). Pour le reste de l’équipe, ils ne devront être que des spectateurs et laisser faire les deux autre personnes.

3. Pendant la sensibilisation l’expatriés devra remettre la sensibilisation traduite en Arabes aux Sheikhs présent.

B. Head counting:

- On n’accepte pas les absent (les malades, handicapés…). Il n’y aura pas de solidarité stock dans le futur.

1. Attendre the green light de Shangyl Tobay & Galab.

2. Tout les gens doivent être assis en ligne et non debout devant le site de distribution de token.

3. Se mettre avec un local ou expatrié devant le site interne

4. L’expatrié prend le sac de token et le local d’El Fasher prend le pot à Gentian

5. Devant le site un local El Fasher et des locaux sur place s’occupent de l’organisation des personnes et les font avancer vers les lignes de 20m

5’. De notre côté on attend que les locaux El Fasher ait finit de tremper la main de la personne pour lui donner un token. On reste sur place et c’est les personnes qui avancent. Les personnes tremeront la main gauche dans le melange Gentian/Eau et de la main droite, ils recevront le token de la part de l’expatrié.

6. Tout les bénéficiaires ayant reçu le token doivent s’assoir dans le site et surtout y rester. Si une personne se lève, c’est tous le monde qui finira par se lever.

7. Sensibiliser sur le fait que plus vite les personnes respecteront les règles et plus vite se sera finit… Une perte de temps sur la gestion des personnes engendrera un temps plus long au soleil. Si ce n’est pas finit en une demie-journée on annule le headcounting et c’est sûrement plusieurs mois de nourriture de perdu (le temps de refaire l’organisation d’un nouveau headcounting).

8. Les sheikh participent activement au headcounting, mais en aucun cas leur organisation ne sera toléré dans la zone sensible des token et à l’interieur de la zone d’attente. Bien sûr, leur participation sera bénévole et non rémunéré. La meilleur façon de les payer est de finir la distribution de token et donc de recevoir la nourriture les mois suivant.

9. Un sheikh = 1 token, et non 2,3 ou même plusieurs token.
   Un sheikh = 1 bénéficiaire comme tous le monde

10. Prevoir beaucoup d’eau, de la nourriture et de quoi vous protéger du soleil, surtout si vous êtes vieux ou si vous avez des enfants.

11. Personnes présente = 1 token
   Personnes absente = 0 token, ceci est non négociable.
12. Quoi qu'on vous dise refuser systématiquement de donner si la personne n'est pas présente. Si par exemple une personne vous dit que son mari est malade et qu'il ne peut se déplacer, répondez lui que l'on est là pour compter les tête qui sont présente au moment présent : NON NEGOCIABLE.

13. Chaque personne est responsable de son comportement et une faiblesse d'une personne peut annuler la nourriture pour des mois pour tout les points de distribution, c'est à dire environ 50.000/60.000 personnes. L'annulation d'un site annule automatiquement l'annulation sur tout les sites.

14. Au moment de sortir nous demandons aux personnes d'être responsable et de ne pas courir vers la sortie. Nous enléveront au préalable les lignes de distributions de token et logiquement les personnes juste devant la porte de sortie sortiront les premiers. Les personnes au fond du site d'attente devrons encore patientés un peu et surtout rester assis jusqu'à qu'on leur donne l'ordre de se lever.


16. Pour le staff travaillant à la guest house, aucun tokens ne leur sera donner à l'exterieur du site de distribution, à l'exception de Avis qui sera en charge de surveiller la maison. En ce qui concerne les casuals travaillant sur place le jour de la distribution, il seront servis comme tout le monde mais c'est le jour de la paie qu'il recevront leur token. De plus il est demandé à chaque expatriés d'avoir une liste précise des casuals travaillant ce jour, avant le début du headcounting. Checker ces personnes avant de commencer la distribution et réindiquer leur le rôle qu'il auront pendant le headcounting. En cas de problème d'organisation, n'hésitez pas à stopper provisoirement le compte des têtes pour recadrer les casuals.

17. Pour le cas des autres travailleur exerçant dans les autres ONGs, s'ils ne sont pas là… MALECH !!!!

18. TOUT LES TOKENS SERONT DONNER EXCLUSIVEMENT, SANS NEGOCIATIONS OU DISCUSSIONS SUR LE POINT DE DISTRIBUTION. AUCUN TOKENS NE POURRA ETRE DONNER A L'EXTERIEUR OU INDIVIDUELLEMENT.

**Example of material needs for head count**

<table>
<thead>
<tr>
<th>Needs for the head count</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head counting material</strong></td>
</tr>
<tr>
<td>Tokens</td>
</tr>
<tr>
<td>registration family tokens</td>
</tr>
<tr>
<td>Sensitization to sheiks :English and Arabic</td>
</tr>
<tr>
<td>Sensitization to staff and Expats</td>
</tr>
<tr>
<td>Paper information in the villages :Arabic</td>
</tr>
<tr>
<td>bags for token</td>
</tr>
<tr>
<td>gentian violet</td>
</tr>
<tr>
<td>T-shirt</td>
</tr>
<tr>
<td>Plastic jag for violet</td>
</tr>
<tr>
<td>Water</td>
</tr>
<tr>
<td>Mosquito net</td>
</tr>
</tbody>
</table>
3. Sensitisation message for headcount 2005

Date: 02.11.2005
From: FA team
To: Sheikhs

Salam Aleikoum.

ACF wants to lead a new registration of the area where it is working. Real figures of population have indeed changed since last registration in March. We want to know the real figures to be able to provide the adequate assistance, to plan for the future, and, more generally to know you better and to understand better your situation.

We need the involvement of the whole community, and especially the support of the community leaders in all aspects of the process, before the day of head counting, and during this day.

- First, to inform all the population (everybody: children, women, men...) to be present tomorrow at 7h00 (8h00 new time) in the area we set up, and to be organized in line.

- It is very important to be on time, we will start at 7h30 (8h30 new time) and the people who are not in line at this time will not receive any token. People will have to sit down along the rope, one by one, and to stay until the end of the process. For this, don't forget to bring water for the children, because we will not accept movements during the process.

- Second, to make sure that the people will stay quiet during the whole process; you have to explain to your people that their individual behaviour can make the head counting a success or a failure; in case of failure, we will have to cancel it and to do it again, which means food distributions will be delayed.

People have to understand that cheating means stealing of the food from other people in Darfur who will not receive their ration.

This is your responsibility to inform all the people: we will not accept in the future any complain about people not aware of the head counting process; this day, children will have to miss school in the morning, people will have to come back from their farms, from their pastures, etc.

People responsible for distributing the tokens will be ACF (eventually in cooperation with other agencies) staff, just here to help you and also waiting for your help on this process.

We insist that it is essential to have all your people present this day, and you have time now to gather even the people far from the village. Also it is essential to be on time and to respect the organization of the process. To conclude, help yourself and we will help you.

Organisation of the day of 23rd:
1. When we will arrive, we want to see all the people sit down and organised in line behind the distribution site of token. We don't want to see anyone not sit down. We are agree that if some people will stand up, we won't be able to begin the distribution of token, and then we won't distribute food the month later.

2. When all the people will respect the first rule (sit down in line), we will begin with one expatriate and one local staff from El Fasher. In first some casual will accompany some groups of 20/30 people to the main gate where one team (1 expatriate & 1 local from El Fasher) attend them. The local team will be in charge of soak/put the left hand of beneficiaries on the bucket of gentian, and the expatriate will be in charge to give the token on the right hand of beneficiaries.

3. In fact we stay on the place, and it's the people who move in the line to the expatriate/local team.

4. In our side, we wait that the local from El Fasher have finished to soak the left hand of people for given to them the token. We wait on place and it is the beneficiaries who move.

5. After having receive the token, all the people entry on the place previous for wait. They had to sit down in this place during all the time of the distribution. In plus they must stay sit down without stand up, which it easy for all to control the situation. If one people stand up, all the people stand up, then it is the distribution of token that will stop.

6. All the staff had to sensitize in the fact of, quicker the beneficiaries will respect the rule and quicker the distribution will finish. One lost of time on the management of people or one another disturb, can stop the distribution and have as consequence to stay a long time under the sun. If we must stop all the time and it's not permit to us to finish in one half day, we had to annul the headcounting and it is several month lost of food for the beneficiaries (the time to do one more time the headcounting).

7. The Sheikh will participate in the headcounting, but it's forbidden to them to organize in the zone of wait (the place where people wait after having receive the token) and in the zone of distribution of token. It's clear their participation will be free, benevol and without salary or something like this. The best salary for the Sheikh and then for all the people, is to finish in time and without problem the distribution of token and then to receive the food distribution in the future and the next month.

8. 1 Sheikh = 1 token, and not 2, 3 or several token.

9. Previous a lot of water, food and something to protect himself against the sun.

10. People who are present = 1 token

   People absent = 0 token, this is not negotiable

11. If people or Sheikh want token for people who are not here, you must refuse to give token to the absent people. For example, if people are sick and they say that they can't displace themselves, malech!!!! Say them that ACF are here to compt the head of people who are present: NON NEGOCIABLE
12. Each people are responsible of his own behaviour and one mistake of one people annul the food distribution for some months for all the point of distribution, it means 50000/60000 persons. If we annul one location, it’s all the locations that are automatically annulled.

13. When the distribution will be finished, we ask people to be responsible and don’t run to the exit. We take back in prealibility the lines of distribution of token and logically the peoples just behind the door of exit will go out the first. The peoples in the back of the waiting site (people who are far to the exit), should be patient few time and they will have to stay sit down until the sheikh authorize to stand up to the exit.

14. Only the expatriate are responsible of the tokens and only him will have it on possession. Kept the tokens always near you and keep one eye on its. All the tokens will be given of each expatriate one day before the headcounting. At the end of the headcounting, the expatriate will be in charge to know how many token have been distributed and how many tokens have been in return.

15. For the staffs who work in the guest house, no tokens will be given to them outside the location of distribution, and the only exception will be for Avis, which are the guard of ACF house. About the casuals who work the day of headcounting, we will give them tokens, but not the day of headcounting as all the people, but one day after, it means the day of payment. In plus, it ask to each expatriate to have one complete list of casuals who work for us this day and check it before the beginning of the headcounting. You had to indicate them precisely the job they will do this day. In case of problem of organisation during the headcounting, don’t hesitate to stop provisarely the headcounting for reorganise the casuals.

16. About the other casuals who work in other NGOs, we can’t negotiate with the special case. If they are not here, Malech, NO TOKEN.

17. ALL THE TOKENS WILL BE GIVEN IN EXCLUSIVITY AND WITHOUT NEGOCIATION AND DISCUSSIONS ON THE SITE OF DISTRIBUTION. NO TOKENS WILL BE GIVEN OUTSIDE THE LOCATION OR INDIVIDUALLY.

Questions, comments, suggestions?
4. Token for headcount

5. Temporary card
6. Headcount site plan 2006

SITE PLANS FOR HEADCOUNT AREAS
(based on North Darfur experience 2006)

Plan December 2005: (20,000 people)

130 Meter

Thorny trees

Expatriates et local ACF

100 m²

Rope 2 lines

15m

Casual Wk

•••••••••••••••••••••••••••••••••••••••••••••••••••

•••••••••••••••••••••••••••••••••••••••••••••••••••

•••••••••••••••••••••••••••••••••••••••••••••••••••

Beneficiaries waiting to enter & receive token
7. Ration card

<table>
<thead>
<tr>
<th>Household size:</th>
<th>M:</th>
<th>F:</th>
<th>&gt; 5:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Distribution No.</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I</td>
<td>J</td>
<td>K</td>
<td>L</td>
<td>M</td>
<td>N</td>
<td>O</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Q</td>
<td>R</td>
<td>S</td>
<td>T</td>
<td>U</td>
<td>V</td>
<td>W</td>
<td>X</td>
</tr>
</tbody>
</table>
8. Calculation for food heaps

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>RATION FOR 1 MONTH</th>
<th>HEAP OF 60</th>
<th>HEAP OF 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cereal</td>
<td>13,5</td>
<td>810</td>
<td>270</td>
</tr>
<tr>
<td>Pulses</td>
<td>1,5</td>
<td>90</td>
<td>30</td>
</tr>
<tr>
<td>CSB</td>
<td>0,5</td>
<td>30</td>
<td>10</td>
</tr>
<tr>
<td>Sugar</td>
<td>0,9</td>
<td>54</td>
<td>18</td>
</tr>
<tr>
<td>Salt</td>
<td>0,3</td>
<td>18</td>
<td>6</td>
</tr>
<tr>
<td>Oil</td>
<td>0,9</td>
<td>54</td>
<td>18</td>
</tr>
<tr>
<td>TOT</td>
<td>17,6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**60 PEOPLE**

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>BAGS</th>
<th>ADDITION IN KG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cereal 50 Kg</td>
<td>16</td>
<td>10 Kg</td>
</tr>
<tr>
<td>Pulses 50 Kg</td>
<td>1</td>
<td>40 Kg</td>
</tr>
<tr>
<td>CSB 50 Kg</td>
<td>0</td>
<td>30 Kg</td>
</tr>
<tr>
<td>CSB 25 Kg</td>
<td>1</td>
<td>5 Kg</td>
</tr>
<tr>
<td>Sugar 50 Kg</td>
<td>1</td>
<td>4 Kg</td>
</tr>
<tr>
<td>Salt</td>
<td>0</td>
<td>18 Kg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>CARTONS</th>
<th>CANS</th>
<th>KG</th>
</tr>
</thead>
<tbody>
<tr>
<td>oil</td>
<td>2</td>
<td>2</td>
<td>2,2</td>
</tr>
<tr>
<td>oil</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**20 PEOPLE**

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>BAGS</th>
<th>ADDITION IN KG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cereal 50 Kg</td>
<td>5</td>
<td>20 Kg</td>
</tr>
<tr>
<td>Pulses 50 Kg</td>
<td>0</td>
<td>30 Kg</td>
</tr>
<tr>
<td>CSB 50 Kg</td>
<td>0</td>
<td>10 Kg</td>
</tr>
<tr>
<td>CSB 25 Kg</td>
<td>0</td>
<td>10 Kg</td>
</tr>
<tr>
<td>Sugar 50 Kg</td>
<td>0</td>
<td>18 Kg</td>
</tr>
<tr>
<td>Salt</td>
<td>0</td>
<td>6 Kg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>CARTONS</th>
<th>CANS</th>
<th>SCOOPS OF 0,9</th>
</tr>
</thead>
<tbody>
<tr>
<td>oil</td>
<td>4</td>
<td>3.2 Kg</td>
<td></td>
</tr>
<tr>
<td>oil</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Distribution site plan

*See attached Excel file.*

10. Team leader daily distribution report

*See attached Excel file.*
11. Supervisor distribution report
See attached Excel file.

12. WFP monthly distribution report
See attached Excel file.

13. Human resources organisation chart

**Example from Gereida, 2006**

<table>
<thead>
<tr>
<th>FA Manager</th>
<th>FA Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FA supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>distribution process</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FA team Leader DP2</th>
<th>FA team leader DP1</th>
</tr>
</thead>
<tbody>
<tr>
<td>punching area</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FA monitor</th>
<th>FA monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>organise beneficiaries in line</td>
</tr>
<tr>
<td></td>
<td>organise heap</td>
</tr>
<tr>
<td></td>
<td>organise heap</td>
</tr>
<tr>
<td></td>
<td>guide beneficiaries to the heap</td>
</tr>
<tr>
<td></td>
<td>guide beneficiaries to the heap</td>
</tr>
<tr>
<td></td>
<td>control heap</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>distributor leader</th>
<th>distributor leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>making heap/ help beneficiaries</td>
<td>watch the heap</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>distributor</th>
<th>Data entry Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>making heap/ help beneficiaries</td>
<td>watch the heap</td>
</tr>
<tr>
<td>watch the heap</td>
<td>Enter all data (list and PDM)</td>
</tr>
</tbody>
</table>
14. Description of tasks of food aid team

Example from Gereida, 2006

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **Beneficiaries organiser in line** | the person have to organise the beneficiaries  
only the beneficiaries with valid card can enter  
he have to stay quite and make a good crowd control at any time |
| **Organiser of heap**         | the task here is to group the people according to the heap size  
the beneficiaries always keep is card, no collect  
the heap are of 60 or 20 ration. |
| **Beneficiaries guide to the heap** | after the card punched by the puncher control, ask the beneficiaries to follow you  
to be sure all the group is there  
to give the good heap,  
to be sure the distributor is here to help the people, and answer the question.  
to full the heap control form |
| **Heap controller**           | to be sure the heap are complete with all the item in the good quantity  
to be coordinate with the puncher control for making more heap is necessary  
to supervise the distribution team  
to control the flux of beneficiaries  
to have an overview of the site to help the beneficiaries guide to give the good heap |
| **Punch controller**          | to punch the card  
to check the number of card and size  
to indicate to the beneficiaries guide the size of heap needed by the beneficiaries group  
to full the distribution form  
to coordinate the heap making with the heap controller  
to full the family size control |
| **Distributor leader**        | to supervise the distributor  
to make the heap when request by the heap controller or the punch controller |
| **The distributor**           | to make the heap in good quantity and good quality  
to control the heap during the distribution, no stole, no mixte of beneficiaries from 2 heap  
to scoop the necessary items |
15. Post Distribution Monitoring household questionnaire

Date of distribution in the area :          Date:          
How many days between distribution and PDM: Monitor / Team # : 
Location : Sheikh’s Name : 
Household Name : Questionnaire Number : 

1 – HOUSEHOLD IDENTIFICATION

1.1. Head of household gender: M ☐  F ☐ 

1.2. People now living in the house: We consider a household as the people who usually share their meal together 

<table>
<thead>
<tr>
<th>Age</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children 0-5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children 5-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adults 16-45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adults above 45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.3. Size of the household, according to the distribution card(s) .............................................. 

1.4. Serial number of the card(s) ...........................................................................................................

1.5. Movements of the family during the last 3 months:  
Return in village: for agriculture ☐  for checking security ☐  
Move for job opportunity in town ☐  Move for agriculture work in other area ☐  
Other ☐ (explain) 

2 - FOOD AID

2.1. When did you receive the last distribution? DATE:...............

2.1.1. If not last month, why? ....................................................................................................................

2.2. Have you been informed on time of the last distribution? Yes ☐ or No ☐ 

2.2.1. If no, why? ...........................................................................................................................................

2.3. Who did inform you?.............................................................................................................................

2.4 How far is the distribution point to your place of living? .................................................................

2.5. How long did you stay in the distribution site before receiving food? .............................................
2.6. How do you manage to bring the food back to your house:
1) rent □ / how much………………… (in kind or in cash) (per HH □ or per Heap 60 □, Heap 20 □)
2) own means □

2.7 Where do you share the food you receive: distribution site □ market □ own place □ neighbours□

2.8 How long did you stay for sharing? (Hour)

2.9. What did you receive?

<table>
<thead>
<tr>
<th>Item</th>
<th>Received</th>
<th>Quality</th>
<th>How long did items last (day)</th>
<th>If not received, why?</th>
<th>If bad quality, why?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Good</td>
<td>Bad</td>
<td></td>
</tr>
<tr>
<td>Cereals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(specify wheat □, sorghum □)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(specify lentils □, beans □)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil (specify vegetable □, soya □ or groundnut □)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.10. How are you using the commodities received from ACF (indicate percentages; use proportional piling)

<table>
<thead>
<tr>
<th></th>
<th>Eaten</th>
<th>Sold or exchanged</th>
<th>For what?</th>
<th>Shared</th>
<th>Used for animals</th>
<th>Other</th>
<th>Tax</th>
<th>Remaining stock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cereals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If other explain ………………………………………………………………………………………………………
### 3 - FOOD DIVERSITY AND FOOD SOURCES

<table>
<thead>
<tr>
<th>Items</th>
<th>How many times did you eat last week</th>
<th>Food item main origin (see list below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Millet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sorghum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetable (fresh and dry)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fruits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eggs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milk, yoghurt, etc….</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beans, pulses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Origins of food items: 1) Own production  2) Market purchase  3) GFD  4) Exchange  5) Gift  6) Other

3.2. Average number of meals per adult per day? ...................................................

3.3. Average number of meals per child per day? ....................................................

3.4. Do you have any food stock? .................................................................

3.4.1. If yes, for how many days of household consumption?

3.4.2 If no, why? ..............................................................................................

Coping mechanisms?

### 4 – Others

4.1. What do you think about the following things:

<table>
<thead>
<tr>
<th>Good</th>
<th>Middle</th>
<th>Poor</th>
<th>Comments (if not good explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Sharing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.2. Rank the 3 main income sources (GFD, harvest, wood collection, charcoal, bricks, trade, handicrafts, rural daily work, urban daily work, etc…) and please specify in details the activity.

*Let people answer first and if necessary, suggest answers.*

1) ..............................................

2) ..............................................

3) ..............................................
4.3. Rank the 3 main expenditures? (food, livestock, health, hygiene, education, firewood, housebuilding, tools and planting material, etc.....)
Let people answer first and if necessary, suggest answers.

1) ........................................
2) ........................................
3) ........................................

4.4. What are the 3 main problems that your household faces at the moment?

1) ................................................................
2) ................................................................
3) ................................................................

Comments from the HH interviewed
........................................................................................................
........................................................................................................
........................................................................................................

Comments from the ACF Monitor
........................................................................................................
........................................................................................................
........................................................................................................
........................................................................................................

See also attached Word file.

16. Food Basket Monitoring sheet
See attached Excel file.

17. Food reception form for remote control operations
See attached Excel file.

18. Calculation for food needs for remote control operations
See attached Excel file.

19. Casual worker payment sheet for remote control operations
See attached Excel file.

See attached file for all annexes in Word and Excel formats for easy adaptation.