**Non Food Items (NFI) Working Group**

**Lesvos, Greece**

**Terms of Reference**

**Background:**

The NFI Working Group (WG) aims to coordinate NFI distribution across multiple sites where Persons of Concerns (POC) reside in Lesvos, Greece. The WG seeks to develop new strategies for best practices in NFI service delivery, ensuring transition from transit center to site.

**Objectives:**

Collaboratively provide the necessary NFI items for PoCs in accordance with humanitarian and SPHERE standards.

**Geographical Coverage:**

The Working Group primarily covers Lesvos: Kara Tepe and Moria camp sites.

**Sector Tasks and Responsibilities**

1. Identify gaps in distribution
2. Plan results based response
3. Complete contingency planning for an ever changing environment
4. Complete risk analysis
5. Work together to provide joint assessments
6. Revise and implement the Standard Operating Procedures (SOP) for each site for distribution
7. Avoid overlap in ordering and distributing
8. Ensure accountability
9. Receive feedback from POC’s and incorporate the feedback into the activities and service delivery.

**Membership and Member Responsibilities**

All NGOs distributing NFIs on lesvos are encouraged to attend. All groups must come with an attitude of collaboration. Meetings occur weekly.

**Coordinator and Co-Coordinator Arrangements Responsibilities:**

UNHCR will host and run the meeting, facilitate the discussion and ensure accountability while Samaritan’s Purse (SP) will co-chair and take the minutes and provide additional coordination support. UNHCR and SP will communicate with site managers regarding their NFI needs and communicate this information to the group. UNHCR will communicate with the national NFI working group to report activities and get feedback for national strategies to be implemented at the local level.