

**(DRAFT) Standard Operational Procedures for Requests, Allocation, Distribution and Reporting of Emergency Shelter and Non-Food Items**

This Standard Operational Procedures provides a framework for humanitarian partners for **responding to requests from local, regional, or federal authorities to provide Emergency Shelter and Non-Food Items (ES&NFI) assistance** to populations who have been affected by flood, drought or conflict both at displacement sites and at place of origin. It outlines essential pre-conditions for such support, and procedures for accessing pre-existing stocks in country and in-kind donations, as well as a humanitarian assessment and reporting requirements.

This SOPs recognizes that primary responsibility for ensuring the protection and assistance of the population of Ethiopia rests with the Government of Ethiopia, as well as the supporting role of humanitarian communities.

	<b>Activities</b>	<b>How to verify</b>
Report of Displacement	NDRMC, DPPB or a humanitarian agency receives report or notification of displacement.	Notification may be done via email or phone call.
Request for assistance	An official request from regional authorities to NDRMC and humanitarian partners. Including information on population targeted.	A request in writing from the region (DPPB) to NDRMC, and/or to the humanitarian partners
	If stock and resources are available at the regional level, proceed to verification, distribution and reporting.	NDRMC and the cluster are informed of plan to provide assistance.
Joint Assessment and/or Verification	A joint assessment with DPPB representatives and humanitarian partners active in the area should be conducted to verify the current need of the population. Profile the population and needs including: <ul style="list-style-type: none"> <li># of people, # of households</li> <li># of children, # of elderly, # of persons with specific needs</li> </ul>	<b>ES-NFI Assessment Checklist</b> Assessment Checklist is shared with NDRMC and the cluster at both the regional and federal level.  Additional assistance may be requested following assessment and verification.
Prioritisation & Allocation	NDRMC and/or Shelter & NFI Cluster Advisory Group <ul style="list-style-type: none"> <li>Analyse requests and/or assessment data along with other available secondary data.</li> <li>Consults available stock and pipeline,</li> <li>Inform DPPB and/or distributing agency of its decision.</li> </ul>	Issue of decision by NDRMC ( <a href="#">Relief Requisition for Distribution</a> ) and/or Cluster to DPPB and humanitarian partner.  If available stock is inadequate, NDRMC and cluster to appeal for additional funding and resources.
Release of stock	Distribution plan is provided by the distributing agency for release of stocks and arrange for transportation.	Distribution Plan, Good Release Notes
Distribution	Beneficiaries are informed of the planned distribution. Awareness/promotion sessions are carried out as per clusters' recommendations	Beneficiary lists
Reporting	Distributing agency provide distribution report to NDRMC and the cluster following completion of the planned distribution using the 4W template.	<b>ES-NFI 4W Template</b> <a href="#">Utilization Report (NDRMC)</a>
<b>Forecasting</b>	Periodic forecast of emergency shelter & NFI need is done as part of the HRD and seasonal contingency planning process. Allocation of regional contingency stock may also take place when resources become available.	