

Guidance Note on Clothing and Bedding Distribution for Fire-affected Households

31 March 2021

1. INTRODUCTION

This document provides guidance to Shelter/NFI Sector Partners involved in the delivery of Non-Food Item (NFI) assistance in the Rohingya Refugee Response to support fire-affected families and individuals with **clothing and bedding items** to preserve their health, privacy and dignity.

This Guidance is informed by the Minimum Standards in Shelter, Settlement and Non-Food Items in the SPHERE Standards and builds on the providing Non-food Items Using the in-kind distribution modality for the first phase and Restricted Voucher Method – Technical Guidance developed by the Sector and approved by the RRRC on 9 December 2019 – for the second phase of the NFI clothes assistance.

This guidance note has been developed in the context of the large-scale fire which occurred in the Balukhali-Kutupalong area on 22 March 2021 which damaged shelters and led to the loss of belongings including the bedding and clothing of the refugees.

2. MINIMUM STANDARDS

- **Change of Clothing:** All affected people (women, girls, men and boys) have at least **two full sets of clothing in the correct size** appropriate to the culture, season and climate, to enable laundering.
- **Appropriateness:** Clothing (including footwear as required) should be **identified based on age, sex, climatic conditions and cultural practices and sized according to needs.**
- Clothing should be of **breathable fabrics** such as cotton since many individuals have reported to have sustained burns and injuries due to the fire, and clothing made of polyester/nylon might fuse to the skin and cause further irritations. Infants and children up to 2 years of age should also have a blanket in addition to appropriate clothing. Bedding materials should reflect cultural practices and be sufficient in quantity to enable separate sleeping arrangements as required.

3. CLOTHING AND BEDDING COMMON PACKAGE FOR HOUSEHOLD-LEVEL DISTRIBUTION

A rapid FGD was conducted on the composition of clothing and age groups. Based on the FGD findings, a common average clothing package has been developed by the SNFI TWiG for an in-kind blanket distribution to households affected by the fire. Please see the table below.

| Package | Group | Item 1 | Item 2 | Item 3 | Item 4 |
|-------------------------|---|---|--|-----------------------------------|-------------------------------------|
| CLOTHING PACKAGE | Adult Male (Over 18) | 2 x Lungi | 2 x T-Shirts | 1 x Plastic/Rubber/Sponge Slipper | |
| | Adult Female (Over 18) | 2 X Thami | 2 x blouse (36 size 1pc, 38 size 1 pc) | 1 x Orna (scarf) | 1 X Slipper – Plastic/Rubber/Sponge |
| | Adolescent Boy and girl (12-17) | 1 Lungi 1 Thami | 2 x T-shirts | 1 x Plastic/Rubber/Sponge Slipper | |
| | Boy and Girl (6-11) | 2 x elastic Trouser/pyjama | 2 x T-Shirts | 1 x Plastic/Rubber/Sponge Slipper | |
| | Infant & toddlers (Boy/Girl) (1-5) | 2 x elastic pants + 2 x t-shirts (available as a set) | | 1 x Plastic/Rubber/Sponge Slipper | |
| BEDDING PACKAGE | Pillow with cover | 2 pc | | | |
| | Bedsheet (double bed size) | 2 pc | | | |
| BAG | Include 2 bags of appropriate size to hold the above contents of the package - one bag for bedding and one bag for the clothes | | | | |
| BABY CLOTHES | 2 baby suit and 1 baby blanket per household with baby to be available at separate counter - distributed as per need Sector will communicate with partners on number of baby clothes based on block assigned | | | | |

The common clothing package will be distributed as one entire package to the households in a bag. The bedding will be distributed in a separate bag.

Each family should therefore receive:

- 1 set of common clothing package (with items for all five sex/age group)
- 1 set of bedding package.
- 1 set of baby package only if required (Optional)

Note families will have an option to exchange items among themselves post distribution. Partners are instructed to contact the Sector for baby package numbers and coordination.

4. MODALITY

Quick distribution of the clothes is needed to respond to emergencies. Two sets of clothes per person in the family and one bed-set are required to ensure acute needs. (please see the table in point 3).

This Guidance note proposes in-kind distribution for the phase 1 of the emergency response. A voucher-based distribution that addresses a family's exact composition and needs can be planned in a later phase. Therefore, a common average package has been developed by the SNFI-Technical Working Group to address the urgent clothing needs that emerged after the fire and to be distributed under in kind modality.

4.1 IN KIND DISTRIBUTION

4.1.1 Target Population Requiring Clothing and Bedding Assistance

Please refer to Annex 1 for the template of number of affected families/individuals in the camps, target population number for procurement and planning purposes. It will be prepared based on the UNHCR Population dataset, across the sex/age range in the affected blocks of the camps.

Partners could bring additional baby clothes based on the block assigned to them. The number of baby clothes can be purchased by partners after the blocks are assigned to them. Sector will support in the assistance allocation per blocks to avoid gaps and duplication. Collect approval from CiC and RRRC. Contact with the CiC and SMSD before finalizing the date of distribution.

4.1.2 Family Identification

During acute emergencies such as fire, **blanket distribution** of clothing and bedding to all families in affected areas should be adopted. Due to the urgency and limited time, beneficiary selection assessments are not required.

Block-level family data with number/sex and age breakdown within the affected areas should be obtained from the CiC/ SM of each affected camp which should form the Beneficiary List, consult with SMSD to obtain the list of SCOPE Card provided by WFP or UNHCR Family Attestation card if it is possible.

4.1.3 Sensitisation Work

Door-to door visits should be conducted by Partner staff/volunteers in coordination with the Majhi and community representatives based on the Beneficiary List, the families should be informed:

- On the clothing and bedding packages, items and quantity,
- Method of distribution- (in-kind distribution of a common clothing and bedding package through token, see the sample of the token in Annex 2.
- The common clothing package will be distributed as one entire package to the households in a bag. The bedding will be distributed in a separate bag
- Date, time and place of distribution (tokens should be distributed the day before)
- Who should come to collect (head of family etc.)

- What families are expected to show in order to be allowed to collect the items (token, newly issued SCOPE Card, UNHCR Family Attestation card) for verification and avoid duplication of the tokens)
- There will be no option for choosing colours and patterns at the distribution counter. This can be carried out among themselves,

4.1.4 Distribution

Before Distribution

- Consult with the SM of the respective camp to identify easy and accessible Distribution Points,
- Set up staff/volunteers responsible with good gender balance and organise briefing on the items for distribution and counter set up distribution process, roles and responsibilities of each staff/volunteer,
- Prepare banner; distribution forms, tokens,
- Tokens to be delivered the day before the distribution, block by block based on the Beneficiary List,
- Collect and confirm the number and composition of the family members along with the number of babies in the households, and update the Beneficiary List,
- Prepare the final Master Beneficiary List,
- Tokens should be distributed with by Partners Staff/Volunteers and not through the Majhis,
- Partner Staff/Volunteers to use the master Beneficiary List to organise the number of packages,
- Ensure COVID19 safety measures guidelines are respected for the distribution.

During Distribution

- Prepare a realistic distribution plan
- The packages should be off-loaded and handled in a proper and safe way to protect from sun, rain and wind,
- Counters to be set up based on the description in Distribution Process section below.
- Organise distribution in an orderly manner, men and women in different lines, prioritising pregnant women and older people,
- The distribution should start on time to avoid crowding issues,
- Tokens to be cross-checked against the Master Beneficiary List at the Registration counter,
- Each head of family should sign the Beneficiary Form in the last counter,
- Ensure all the materials received by the family,
- Ensure home delivery for the EVI families. EVI list can be received from the Protection Focal Points in the camps.

After the distribution, record the numbers and report to the SNFI Sector

Distribution Process

- **Counter Set Up:** The distribution point would have five counters.
 - 1) **Registration – Master Beneficiary List,** Token + scope card and family card verification
 - 2) **Clothing package**
 - 3) **Bedding package**
 - 4) **Baby clothes and baby blanket (as required)** – only families which require baby clothes and blanket – this will be verified on the basis of the token for baby clothes
 - 5) **Beneficiary Form-** Collect the completed token and get the signature of the families on the Beneficiary Form.
- **Verification** When the families arrive with the token, the number and age/sex of each family members should be crosschecked against the Master Beneficiary List using the list of SCOPE Card or UNHCR Family Attestation card and confirmed by the Distribution Staff/Volunteers.
- **Collection:** Once verified, the family will be provided with the clothing package in the Counter 2, moves along and collects bedding package from Counter 3, and if need collects the baby package (baby suit and blanket) from Counter 4. The Distribution Volunteer in each counter ticks off the items from the token, till the family collects all the items as per family composition. Keep record at every counter on the basis of token number.

- **Beneficiary Form:** The Family then signs the final Beneficiary Form and the token is collected by the Distribution Staff/Volunteers.

After Distribution

- Record the type and number of items distributed
- Report distribution to the Shelter/NFI Sector

5. COORDINATION


The partner should coordinate the assistance with the Sector and UN organization responsible for the area (IOM or UNHCR respectively) and then with the CiC to ensure proper distribution across all blocks and to avoid gap and duplication of the assistance. The Sector will inform CiC about the program and request for his/her support. For the NFI (clothes) distribution, each partner will be assigned to a block (or sub-block) based on the capacity. The partner must coordinate about the distribution point, time, and modality with the respective SM responsible for the camp. The partner must ensure that the distribution is not overlapping/clashing with other sector distributions.

Annex 1

Target Population for Clothing and Bedding Distribution: Age and gender disaggregated data for the affected individuals (UNHCR Population Dataset)

| Camp | Block | Sub-block | Total Families | Total Individuals | Less than 1 Year | | 1 to 5 Years | | 6 to 11 Years | | 12 to 17 Years | | 18 and above | |
|----------------|----------------------|-----------|----------------|-------------------|------------------|------|--------------|------|---------------|------|----------------|------|--------------|------|
| | | | | | Female | Male | Female | Male | Female | Male | Female | Male | Female | Male |
| Camp XX | Camp XX-A | XX | | | | | | | | | | | | |
| Camp XX | Camp XX-A | XX | | | | | | | | | | | | |
| Camp XX | Camp XX-A | XX | | | | | | | | | | | | |
| Camp XX | Camp XX-A | XX | | | | | | | | | | | | |
| Camp XX | Camp XX-A | XX | | | | | | | | | | | | |
| Camp XX | Camp XX Total | xx | | | | | | | | | | | | |

ANNEX 2 : Token



TOKEN NO:

Name of Head of HH: _____

Camp: _____

Block: _____

Sub-Block: _____

Total Individuals: _____

EVI:

Clothing Package:

Bedding Package:

Baby Package:

DATE: