



## Distribution Point Selection Process Checklist

World Food Programme | India

**Instructions to use:** This checklist must be completed by the NGO when assessing the location for food distribution. Distribution points that successfully complete the assessment should be selected for undertaking distribution.

When Cooperating Partners requires support from WFP, they are responsible for requesting them to the WFP responsible staff. All decisions for questions to which the answer is "Stop!" require a justification in the comments section.

This checklist (Tool 1) must be completed for each distribution site and shared with WFP:

Each of the questions must be answered and appropriate instructions followed. When all ticked answers allow for proceeding or instructed measures are undertaken, then the distribution point can be selected.

### 1. Information on the Distribution Point

1.1 District		1.2 Block	
1.3 Village/Ward		1.4 Locality	
1.5 Distribution point address			

### 2. Who decides the location of the Distribution Point?

(a) NGO	(b) Community	(c) Government	(d) Other: please specify  _____
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### 3. Have female and male community members, including elderly and people with disability, been consulted for selecting the distribution point?

Yes - <i>Proceed</i>	<p style="text-align: center;">No – <i>Stop!</i></p> <p><b>Note:</b> Comment section must specify categories of populations consulted.</p>
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### 4. Have potential safety concerns for female and male beneficiaries travelling to, from and at the distribution point been assessed, recommendations made and mitigating measures undertaken?

Yes – <i>Proceed</i>	<p style="text-align: center;">No – <i>Stop!</i></p> <p><b>Note:</b> Comment section must specify safety concerns considered.</p>
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### 5. Is the distribution point accessible for people with mental, physical or other disability, pregnant and lactating women or elderly?

<p style="text-align: center;"><i>Yes – Proceed</i></p>	<p style="text-align: center;"><i>No – Stop!</i></p> <p><b>Note:</b> Comments section must explain arrangements made for such beneficiaries to collect the food packets at the site.</p>
<p><b>6. Does the distribution point already have or is it possible to build crowd control parameters and flow lines?</b></p>	
<p style="text-align: center;"><i>Yes – Proceed</i></p> <p><b>Note:</b> Must make sure that crowd control parameters and flow lines are built before distribution.</p>	<p style="text-align: center;"><i>No – Stop!</i></p> <p><b>Note:</b> Comments section must explain alternate plan to deal with crowd control.</p>
<p><b>7. Do female and male beneficiaries travel more than 30 min by foot each way to reach the distribution point?</b></p>	
<p style="text-align: center;"><i>Yes – Stop!</i></p> <p>Under “Comments” explain why beneficiaries have to travel more than 30 min by foot and plan to help them cover the distance.</p>	<p style="text-align: center;"><i>No – Proceed</i></p>
<p><b>8. At the distribution point, are there at least two toilets available for beneficiaries: one female toilet and one male toilet?</b></p>	
<p style="text-align: center;"><i>Yes – Proceed</i></p> <p><b>Note:</b> Number of sex segregated toilets should ideally reflect the number of female and male beneficiaries</p>	<p style="text-align: center;"><i>No – Stop!</i></p> <p><b>Note:</b> Comments section should explain alternate arrangements or reason for selecting the site.</p>
<p><b>9. Are the toilets accessible for people with disability?</b></p>	
<p style="text-align: center;"><i>Yes – Proceed</i></p>	<p style="text-align: center;"><i>No – Stop!</i></p> <p><b>Note:</b> <u>Comments section should explain alternate arrangements for this.</u></p>
<p><b>10. Are there waiting areas with culturally appropriate and dignified seating arrangements and shadow space available for at least 40 women and men?</b></p>	
<p style="text-align: center;"><i>Yes – Proceed</i></p>	<p style="text-align: center;"><i>No – Stop!</i></p> <p><b>Note:</b> <u>Comments section should explain whether waiting and seating arrangement is appropriate and sufficient.</u></p>

<b>11. Is safe drinking water available to female and male beneficiaries at the distribution point?</b>		
	Yes – <i>Proceed</i>	No – <i>Stop!</i> <b>Note:</b> Comments section should explain alternate arrangements for this.
<b>12. Does the distribution point centre have the emergency exit identified and marked?</b>		
	Yes – <i>Proceed</i>	No – <i>Stop!</i> <b>Note:</b> Comments section should explain plan for emergency exit management.
<b>13. Does the distribution point have adequate parking space for project implementation and monitoring?</b>		
	Yes – <i>Proceed</i>	No – <i>Stop!</i> <b>Note:</b> Comments section should explain alternate arrangements for parking the project related vehicles.
<b>14. Other observations, explanation, justification and comments</b>		



# Pre-distribution Checklist

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**Instructions to use:** This checklist must be completed by the NGO prior to undertaking a distribution for emergency assistance. It is the responsibility of the NGO to request any required support to WFP and provide explanation for alternate arrangements in case any item is answered in 'No'.

The checklist must be utilised prior to any distribution in a location where assistance has not been provided before.

## 1. Information on the distribution point

1.1 District		1.2 Block	
1.3 Ward/Village		1.4 Locality	
1.5 Distribution point address:			

## 2. Pre-distribution Checklist

SN	Activity	Yes	No	Comment
2.1	All required materials and tools for the distribution are available and functional.			
2.2	Assistance is provided at a time of day convenient to both female and male beneficiaries, decided in consultation with the community.			
2.3	Information provision materials are available. <i>(written, audio or visual materials providing information to female and male beneficiaries of their entitlement, frequency of assistance, targeting, and available complaint and feedback mechanisms)</i>			
2.4	Processes to provide assistance to female and male beneficiaries who have difficulty reaching the distribution point, including people with disability, have been established, and female and male beneficiaries are informed.			
2.5	There are priority lines or processes at the distribution point for people with disability,			

	pregnant and lactating women, and elderly, and female and male beneficiaries aware of it.			
2.6	Staff members at the distribution point are trained in Prevention of Sexual Exploitation and Abuse (PSEA) and are aware of how to report and refer cases of Protection and Gender Based Violence (GBV).			
2.7	Coordinate the distribution with relevant stakeholders. This can include actors in charge of security, police, relevant government departments, community representatives and host community women and men.			
2.8	Distribution point is agreed and approved by Government officials and local representatives.			
2.9	At the distribution point, will there be a staff representative providing information to female and male beneficiaries and address their enquiries or grievances? <i>(The representative or the location where s/he is sitting must be clearly marked.)</i>			
2.10	Are crowd control measures appropriate to the number of female and male beneficiaries coming to the distribution?			
2.11	Is there a system in place for female and male beneficiary screening and verification at the distribution point?			
2.12	Are there clearly designated entry and exit points for female and male beneficiaries?			

2.13	Will there be at least one male and female staff/volunteers on the entrance of the distribution point?			
2.14	Emergency exit points are identified and marked at the distribution point.			
2.15	Female and male beneficiaries are called for distribution at the distribution point in appropriate batches to ensure waiting is not more than 30 min.			

**4. Additional Comments**