

## DISTRIBUTION OPERATIONAL GUIDANCE/TOOLKIT: 14. Reporting / Information Management

### Overview

Throughout the distribution process, timely and consistent information flow is key to ensure effective programme delivery and meeting various reporting requirements. A consistent information management system should be established linking procurement records, warehouse in/out records, requests received, items distributed, and impact monitored.

Programme managers must ensure that they are aware of the reporting requirements for the projects under which their activities are funded. Such requirements should include reporting deadlines, but also, critically, a detailed understanding of the indicators the donor is expecting. The data required to meet these reporting requirements may be well covered by, for example, the information in the distribution report template below. However, especially where indicators involve perception (e.g. “% of people satisfied with their items”), specific data collection (often through monitoring or evaluation exercises) may be required.

The Programme Manager and Information Management Officer needs to ensure:

- The inclusion of the Project Code/WBS or at least donor name in all data sets and reports
- The differentiation by Project Code/WBS or at least donor name in all procurement, logistics, warehousing, and distribution monitoring tools

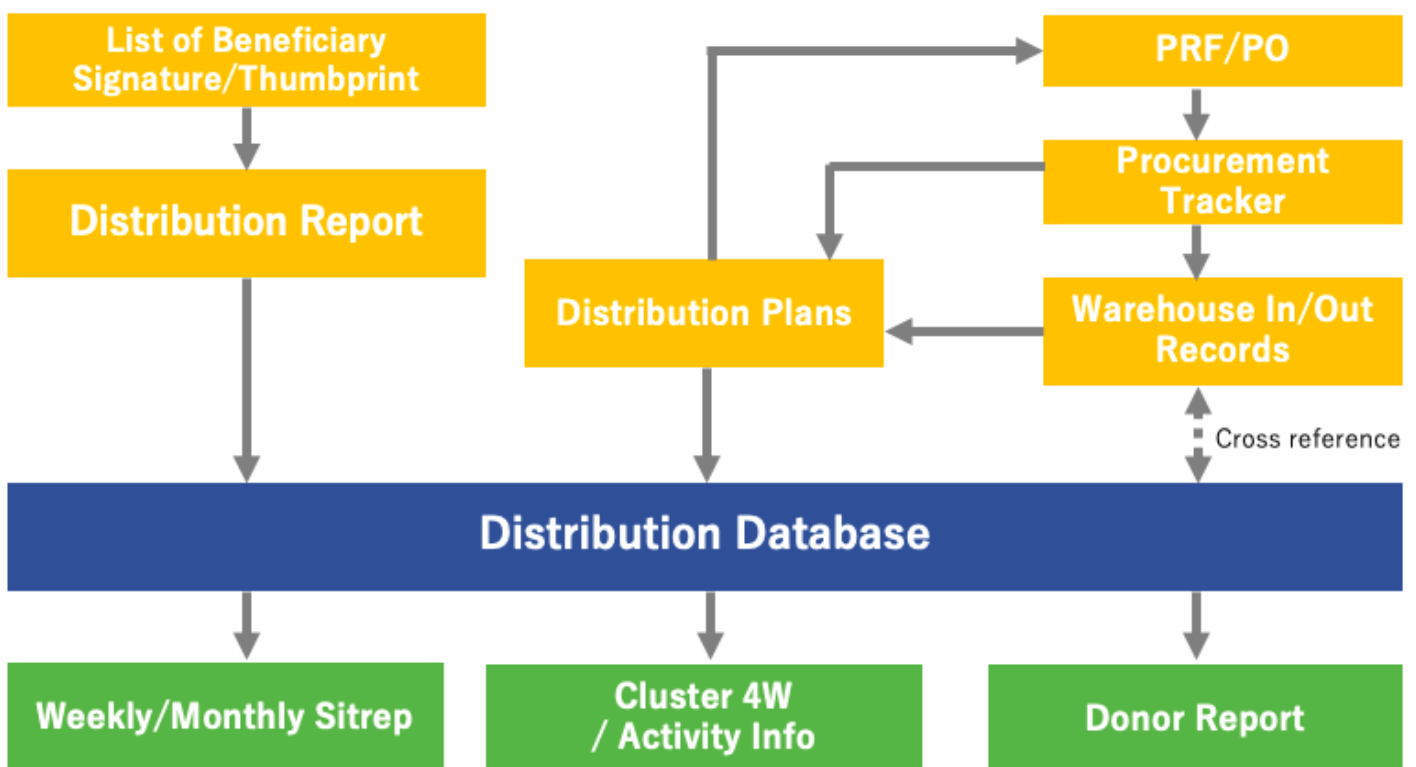


Fig. Information flow of a distribution programme

### Distribution report

By the end of distribution day, distribution team leader should draft a distribution report in the template below, and share with shelter/NFI team with following information:

- Detailed geographic location and GPS coordinates

- Categories and numbers of beneficiaries benefitted from the distribution, with sex and age disaggregated data (SADD)
- Number of beneficiaries who did not show up on the day of distribution (require follow up)
- Types and quantities of each item distributed
- The Type and number of items lost/damaged
- The type and number of items returned to the warehouse (if any)
- Issues (security, quality, complaints, etc.), – Before taking a photo, or recording video, informed consent must be sought from the individual. See the [Informed Consent Info Sheet](#). challenges, lessons learnt, and recommendation for the next distribution
- Pictures of distribution with captions

Distribution reports and the list of beneficiary signatures/thumbprints should be kept together for certain period agreed in each donor agreement for possible future inspection and audit purposes.

When NFIs were distributed by implementation partners, follow up IP's focal person to receive the distribution report as well as full list of beneficiary signatures/thumbprints as soon as distribution completed within agreed timeframe (normally no later than after 2 weeks from the day of distribution).

Resources	File Format	Language
<a href="#">Non-Food Items Distribution Report Template</a> <b>NOTE:</b> This template can be used to report the result from a series of distribution conducted. Can be used by IOM distribution team and by implementation partners. <i>(Modified from templates from various IOM missions)</i>	WORD	EN

### Reporting for coordination - Cluster 4W/Activity Info

Report all distribution programme activities to the Shelter/NFI Cluster or relevant working group (where cluster system is not active), using the provided template and as often as required. Follow the Shelter Cluster's guidance in your mission or contact the Cluster IM officer.

You may want to request reporting through "bulk upload" which means uploading a CSV file, rather than entering activities individually through a web form.

### Integrated Information Management System

Where there is an IM system functioning across sectors in the mission, you should seek to integrate NFI information into it. Said system may cover only aggregated activity level information (e.g. to support reporting to donors and for coordination)

### Links

- [Informed Consent Info Sheet](#)

### References and Tools

- [NFI Distribution Report Template](#)

## Contacts

For more information, please contact the Shelter and Settlements Unit in Geneva: [ShelterSupport@iom.int](mailto:ShelterSupport@iom.int).

Please also find the contact information to the IOM Shelter Reference Group: [ShelterReferenceGroup@iom.int](mailto:ShelterReferenceGroup@iom.int).

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