

## DISTRIBUTION OPERATIONAL GUIDANCE/TOOLKIT: 7. Location and Time

### Overview

Distributions that do not consider timing and locations accessible to, and/or safe for, women (particularly female headed households) run the risk of increasing women's exposure to existing GBV risks in the surrounding environment. This has the potential to exacerbate existing GBV as:

- The inappropriate choice of location can expose women to existing GBV risks en route to distributions and/or
- Limit women's access to distributions if the inappropriate times mean they cannot access distributions - forcing them to identify other ways of accessing required NFIs, and therefore potentially increasing their vulnerability to exploitation or their need to engage in coping mechanisms such as transactional sex.

Consult women and girls (and/or other groups vulnerable to violence such as LGBTI populations, elders, persons with disabilities, children etc.) regarding locations and times for distributions, so that they can access and where they would feel safe. "

### Select distribution point

The distribution point should be selected in consultation with relevant authorities and beneficiaries including women and men of all ages and abilities, those from marginalized groups within the affected population, and local authorities prior to the actual distribution.

In camp settings, coordinate with the Camp Manager. Usually, there are distribution points within or around the camp. As for non-camp settings, adding to the communication with the Cluster, communicate with local authority for their guidance on selecting a distribution point.

In addition, following points should be considered for selection of distribution points:

- The distribution point should be a neutral location, secure and easily accessible by all -beneficiaries, including at-risk groups
- The distribution point should be accessible to trucks that will bring the relief good. If not, alternative transport should be sought to bring goods from the last accessible point to the distribution point
- The distribution point should be appropriate to accommodate beneficiaries and the relief supplies in a safe manner
- Distribution points should not be on busy roads, narrow streets or in congested locations
- In case one central distribution point is not viable, sub-distribution points should be established in coordination with camp managers/local authorities
- Where necessary, access to distribution sites should be facilitated for the persons with specific needs and groups at risk
- Coordinate and ensure security around the distribution points, especially when large distribution of NFIs is planned

### Define distribution date and time

The distribution schedule (date/time) may depend on logistic arrangements and access considerations. consider the following:

- Consider the time that fits well with the daily schedules of beneficiaries
- Ensure that the distribution does not clash with major community events like big market days, community holidays, or funerals where many people participate (these depend on each community)
- Consider a time that is convenient for female family members

- Midday may be too hot a time for beneficiaries waiting in the distribution area (need to put shading at distribution point)

Ensure all beneficiaries can return home before dark. In many contexts, the humanitarian situation is very volatile and results in frequent population movements. Operation staff often experience the challenge of beneficiaries who were selected and verified are no longer staying in the target location and therefore do not show up at the distribution site. Beneficiaries may have already returned to their place of origin, may have moved to another location, or may have changed their contact information. To deliver timely assistance to affected populations, the distribution date should be soon after the beneficiary selection process is complete.

### Conduct a safety audit for distribution timing and locations

Consultations with the community, separate groups of women and men, and talk to specific vulnerable groups who may have challenges to access distribution sites. Identify risks and mitigation strategies for available options for distribution.

Resources	File Format	Language
<p><a href="#">Safety Audit Tool - NFI Distribution</a></p> <p><b>NOTE:</b> This tool can be used to assess beneficiaries' perception of location, time, and safety concerns during the distribution by conducting FGDs particularly with women, persons with disabilities, and other groups of most vulnerable community members.</p> <p><i>(Modified from the document developed by IOM Turkey in 2023)</i></p>	WORD	EN

### Considerations for Dignity Kit distribution

There could be a risk of increasing women's vulnerability when receiving a dignity kit. Some beneficiaries may be hesitant or embarrassed about collecting dignity kits, especially in conservative communities. Consider special arrangements for dignity kit distribution, such as:

- Provide information (what, when, where, how) before the distribution so women and girls can plan to collect their dignity kit safely and discretely
- Organize the distribution in a discrete place with female staff to distribute to women and girl beneficiaries
- If other distributions are taking place at the same time (food, shelter, etc.) designate a separate space for dignity kits
- Always consult with protection specialists

## References and Tools

- [Safety Audit Tool - NFI Distribution](#)

## 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).

Document last updated: Sep 2023