The number of staff needed to conduct efficient and effective distributions is dependent on the size of the recipient community, the quantity of commodities distributed, and the frequency of distributions. At a minimum, sufficient numbers of staff are required to cover the following tasks.

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Activities** | **Program Management** | **Distribution Team** | **Local Stakeholders** |
| **Compile Master Recipient List** |  |  |  |
| Introduce project/mobilize community input | **X** |  | **X** |
| Identify recipients | **X** |  | **X** |
| Validate recipient list | **X** | **X** |  |
| Identify distribution sites | **X** | **X** | **X** |
| Register recipients and issue ID/ration cards (ongoing) | **X** | **X** |  |
| **Plan for Each Distribution** |  |  |  |
| Develop distribution plan | **X** | **X** |  |
| Validate eligibility and update distribution list | **X** | **X** |  |
| Finalize distribution plan/prepare recipient lists | **X** | **X** |  |
| Notify recipients of forthcoming distribution | **X** | **X** | **X** |
| Engage sufficient labor to conduct distribution and ensure security and crowd control |  | **X** | **X** |
| Ensure secure site storage for commodities |  | **X** | **X** |
| **Receive Commodities at Site** |  |  |  |
| Off-load and tally commodity |  | **X** | **X** |
| Document commodity damage or losses |  | **X** |  |
| Reconcile and sign waybill |  | **X** | **X** |
| **Prepare Distribution Site** |  |  |  |
| Assemble distribution equipment (including banners and ration boards)  |  | **X** | **X** |
| Arrange commodity and site facilities |  | **X** | **X** |
| Ensure site security and crowd control |  | **X** | **X** |
| **Distribute Commodity** |  |  |  |
| Sensitize community on donor, entitlement, and food usage | **X** | **X** | **X** |
| Provide Help Desk services and address feedback issues |  | **X** | **X** |
| Verify recipient eligibility and mark ration cards |  | **X** | **X** |
| Scoop/distribute commodities |  | **X** | **X** |
| Verify receipt of commodity ration |  | **X** | **X** |
| **Distribution Follow-Up** |  |  |  |
| Reconcile commodity received at site with commodity distributed |  | **X** |  |
| Transfer excess commodity and empty containers per standard procedures |  | **X** | **X** |
| Clean site after distribution |  | **X** | **X** |
| Prepare Distribution Point Report |  | **X** |  |