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| Government of the Republic of Malawi | |
| **Chapter 5 of the**  **Guidelines for the Provision of Food Assistance during Emergencies in Malawi**  **OPERATIONAL TOOLS** | |
| **Joint Emergency Food Assistance Programme (JEFAP)** | |
| **Malawi Government, October 2017** |

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**Other tool:** Excel sheet with the formula to calculate allocations at the ACPC and VCPC levels.

### Tool 1. Key information before you begin

**Outcomes:**

1. JEFAP partner introduced by DEC
2. DEC sensitized on JEFAP response (including objectives, process, criteria, and CFMs), **and approval to implement the response granted**.
3. Roles and next steps presented & key contacts obtained

Week 1

**STEP A:** **DEC**

**STEP B: DCPC**

**STEP E: VCPC**

**STEP F: Community**

**STEP G/H: Registration and household-level verification**

**STEP D: ACPC**

**Outcomes:**

1) HH registered

2) HH verified (ongoing)

**Outcomes**

1. JEFAP partner introduced by ACPC
2. VCPCs sensitized on JEFAP response, including numbers per GVH and per village (using a mathematical formula determined by AEDC and JEFAP partner so villages will receive an MVAC allocation proportional to the population size versus the overall caseload at GVH level.)
3. Completion of a pre-list of suggested households for humanitarian assistance by the VCPC (with support from community leaders and groups)
4. Public declaration of accountability made by the VCPC and traditional leaders
5. VCPC identified members of the complaints committee
6. Roles and next steps presented & key contacts obtained

**Outcomes:**

1. JEFAP partner introduced by VCPC
2. Villages sensitized on JEFAP response, including numbers per GVH and per village
3. Public declaration of accountability made by the VCPC and traditional leaders
4. Village identified households for MVAC by proposing names and discussing
5. Village list compared with VCPC list.
6. HH on both lists are endorsed; HH not on both lists will be presented to the village for final prioritisation

**Outcomes:**

1) JEFAP partner introduced by DEC

2) DCPC (incl. DSWO and/or Social Welfare Officers) sensitized on JEFAP response

3) GVHs identified (by DADO and JEFAP partner)

4) Other resources from other partners identified

5) Specific considerations of certain populations considered

6) Roles and next steps presented & key contacts obtained

**Outcomes**

1. JEFAP partner introduced by DCPC
2. ACPC sensitized on JEFAP response, and MVAC allocation per GVH (using a mathematical formula determined by AEDC and JEFAP partner so GVHs will receive an MVAC allocation proportional to the population size versus the overall caseload at TA level.)
3. Public declaration of accountability made by the ACPC and traditional leaders
4. Roles and next steps presented & key contacts obtained

Week 5

Week 4

Week 3

Week 2

**STEP C:**

**Full Council** Not mandatory

Registration and verification

Community list & endorsement

VCPC pre-list

# per village

# per GVH

Which GVHs

Registration and verification

***Note on timing:***

* Timings are based on an assumption of:
  + 3 people (JEFAP partner) registering a maximum 300 HH a day
  + 2 people (1x JEFAP partner, 1x DCPC) verifying a minimum of 5 HH a day
* However, timings can be reduced if staff numbers increase, meetings and processes are be done concurrently. In addition, the first two weeks (allocated for DEC, DCPC, ACPC meeting) could all be done in a few days in the meetings are scheduled back-to-back

***Note on stakeholder involvement:***

* This process utilizes the CPCs at all levels (district, area, and village).
* At all stages, the ADCs and VDCs should however be invited to the ACPC and VCPC so that they are also sensitized on the response, noting that the process is facilitated by the CPCs.
* If these committees are not functioning, the DRMO with support from the JEFAP partner should ideally establish or train these committees. In cases when this is not feasible (e.g. due to the length of the response or constraints on timing for targeting) ADCs and VDCs can be utilized, noting these committees may be more political.

***Note on staffing considerations for the JEFAP partner:***

* At least half of the front-line staff recruited by the JEFAP partner for implementation of the response should be qualified women.
* If not already appointed, the JEFAP partner should designate focal person on PSEA at the very onset of the response. The focal point must be a senior officer within the organization with management mandate. The focal person will have clear ToRs for dealing with issues of Sexual Exploitation Abuse (SEA).
* The JEFAP partner should have a dedicated officer fully charged with responsibility to provide day to day guidance on integration of gender, protection, and accountability to beneficiaries during implementation of the response.

***Note on nutrition:***

* Households with malnourished children have been included as one of the targeting criteria (e.g. households satisfying this criterion, combined with a demonstrated lack of food).
* There should be a contingency set at the national level for responses longer than 3 months to allow emerging needs driven by households with malnourished children. This contingency reserve would be utilized primarily to strengthen inclusion of households with acute malnutrition (all types) in JEFAP, whenever such “invisible” vulnerable households being identified, operationally by using lists of children admitted in CMAM programme, data collected by HSAs, and other relevant data-bases.
* Utilization of this contingency reserve through JEFAP would be flexible
  + The households selected based on malnutrition as a vulnerability criteria at the initial phase are to be considered as beneficiaries for three months.
  + After three months, a re-targeting/ selection of the vulnerable households (still using malnutrition as a vulnerability criteria) would be done and re- selected households would benefit.
  + The process would be repeated after another three months in case implementation of the programme is still going on.
* Pregnant and lactating women and children 6-23 months to receive CSB
  + JEFAP guidelines will be used for general targeting, collecting all household demographics recording PLW and children 6-23 months
  + For PLW and children under 2, coordinate with HSA or care groups or check their antenatal cards (for Pregnant mothers) and growth monitoring cards for children

### Tool 2. Process for consultations and identifying GVHs (DEC/ DCPC / Full Council)

*This is the first step in the JEFAP targeting process below TA level. The key objectives are to: (i) sensitise and consult with the DEC, DCPC (and full council if needed); and (ii) work with the DCPC to target affected GVHs within the MVAC affected areas.*

***Key background information:***

1. *With the MVAC report released, and direction provided by the HRC to activate the humanitarian response, the JEFAP partner is contracted to begin the process of targeting humanitarian need at sub-TA level.*
2. *EPA and TA borders are not always aligned. As such, allocations should be prioritized to GVHs in TAs under MVAC affected EPAs. It is important to ensure that resources are not split evenly across all GVHs in a TA. The DCPC/ DADO should be able to identify the affected GVHs; the JEFAP partner however, should also identify affected GVHs to be presented during the meeting if needed.*
3. *At times, other actors fundraise outside of the national response. It is essential these resources are factors into the district response plan to ensure that action by different partners is complementary and not duplicative.*
4. *The channels of complaints and feedback mechanisms should become operational early in the registration process, ideally before the sensitization stage at the district level.*
5. *In the 2016/17 historic response where 40% of the population required humanitarian food assistance, a decision was made to automatically include all households enrolled on the Social Cash Transfer Programme (SCTP) in MVAC affected areas, as they are amongst the poorest in communities and often excluded from community-based targeting due to community aversion to ‘double dipping’. The ‘automatic inclusion‘ of SCTP will not be continued, however there will be closer alignment and collaboration between the humanitarian and social protection sectors, particularly the SCTP actors. This has been mainstreamed throughout the humanitarian targeting process – an overview can be found in Tool 10.*

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| Step A: DEC | | Done? |
| *DEC preparations* | | |
| A1. | JEFAP partner to enquire when the next Full Council, DEC, and DCPC will take place. If there is a full council scheduled before the DEC within the week then do A3-A7 with the full council and then repeat with the DEC, otherwise proceed to A2. If there is no functioning DCPC, the JEFAP partner must support DoDMA (DRMOs) in establishing or training the DCPC in parallel to the DEC meeting - See Tool 14 & 15.  *Note: there may be more than one JEFAP partner in a district. The JEFAP partners MUST ensure collaboration to avoid overburdening or confusing the district counterparts (e.g. hold joint DEC/ Full council/ DCPC meeting etc.).* |  |
| A2. | JEFAP partner to enquire when the next DEC will take place. If there’s a DEC planned within the week, piggyback onto it. If there is not a DEC planned, or it is planned for longer than a week’s time, the DC/ DPD should call the DEC meeting as soon as possible. |  |
| A3. | JEFAP partner to be aware of which CFMs have been chosen for use under the humanitarian response in the district, ensuring they meet the different needs of women, men, boys and girls with varying social and economic characteristics-age, literacy, gender, economic wellbeing, disability – see Tool 16 for more information. *This will be presented and discussed at the DEC meeting to agree with the DEC how the humanitarian CFMs will work.* |  |
| *DEC agenda* | | |
| A4. | **Agenda item 1: Introduction of Agenda and JEFAP partner**  DEC to introduce the agenda items of the day, and introduce the JEFAP partner. |  |
| A5. | **Agenda item 2: Sensitise DEC on the JEFAP response**  Using Tool 3 on key messages, JEFAP partner to sensitise the DEC on:   1. The programme objectives (to target humanitarian food insecurity, as opposed to other programmes being implemented in the target area), 2. Targeting process 3. Targeting criteria 4. Complaints and feedback mechanisms (CFMs).   **Ensure approval for the response is sought and provided by the DEC. If it is not achieved, agree to meet with the DC to set out next steps. Once the approval is provided, continue with the process.** |  |
| A6. | **Agenda item 3: Present the roles and next steps**  The DEC with support from the JEFAP partner to introduce the roles and next steps, including:   1. Consultation at DCPC, ACPC and VCPC levels and *when this is planned* 2. Clarification of observer and consultant role of other groups who are aware of the vulnerability of specific groups (e.g. CSSCs) at ACPC and VCPC levels 3. Community based targeting and ongoing verification and *when this is planned* 4. Provision of ration cards and distribution and *when this is planned* 5. Reminder on the availability of CFMs   The JEFAP Partner should note that the DCPC will be facilitating the process, with support from the JEFAP partner, and that AEDC and AEDO will be contacted to advise on the allocation of numbers for each GVH and village.  If these ACPC/VCPC are not functioning, the DRMO with support from the JEFAP partner will ideally establish or train these committees. In cases when this is not feasible (e.g. due to the length of the response or constraints on timing for targeting) ADCs and VDCs will be utilized. At all stages, the ADCs and VDCs will be invited to the ACPC and VCPC so that they are also sensitized on the response, noting that the process is facilitated by the CPCs. |  |
| A7. | **Agenda item 4: Obtain key contacts**  DEC to ask members to identify key contacts (e.g. chair of the DCPC.) and provide the details; the JEFAP partner should record. |  |
| A8. | **Outcomes from the DEC:**   1. JEFAP partner introduced 2. DEC sensitized on JEFAP response (including objectives, process, criteria, and CFMs), **and approval to implement the response granted**. 3. Roles and next steps presented 4. Key contacts obtained   Proceed to discussions with the DCPC. DEC to advise if consultations with a full council is required. Stress the importance of not delaying given tight timeframes, and request proceeding without the full council meeting, if possible. |  |
| Step B: DCPC | | |
| *DCPC preparations* | | |
| B1. | JEFAP partner to engage the DCPC Chair and request for a meeting to be called as soon as possible (within the week). |  |
| B2. | JEFAP partner to request the prep work in B3-B7 being completed before the DCPC meeting. |  |
| B3. | JEFAP partners to work with TA clerks to identify the full list of GVHs and villages (not just ‘official ones’). JEFAP partners to then establish their position on which GVHs within the TA should be prioritized to receive humanitarian assistance (based on which GVHs fall under the affected EPA). Remember, unless the whole TA is under an MVAC-identified EPA, the assistance should not be evenly distributed across GVHs in the TA. *This will be presented and discussed at the DCPC meeting.* |  |
| B4. | JEFAP partner to be aware of which CFMs have been chosen for use under the humanitarian response in the district, ensuring they meet the different needs of women, men, boys and girls with varying social and economic characteristics-age, literacy, gender, economic wellbeing, disability – see Tool 16 for more information. *This will be presented and discussed at the DCPC meeting to agree with the DCPC how the humanitarian CFMs will work.* |  |
| B5. | DCPC to confirm with the DADO their position on which GVHs within the TA should be prioritized to receive humanitarian assistance (based on which GVHs fall under the affected EPA). *This will be discussed at the DCPC meeting.* |  |
| B6. | DCPC to ask other actors for a list of the additional resources they have for the humanitarian response (e.g. how many households, duration, if the resources are area-specific). Note that these may be ‘new’ resources raised for the specific purposes of the humanitarian response, or ‘reprogrammed’ resources, shifted from development activities in an ongoing programme to meet the immediate life-saving humanitarian needs required by the response. *This will be presented and discussed at the DCPC meeting.* |  |
| B7. | JEFAP partner to give the preparation note to both, the DSWO **and** the Social Welfare Officer – see Tool 11. |  |
| *DCPC agenda* | | |
| B8. | **Agenda item 1: Introduction of Agenda and JEFAP partner**  DCPC to introduce the agenda items of the day, and introduce the JEFAP partner. |  |
| B9. | **Agenda item 2: Sensitise DCPC on the JEFAP response**  Using Tool 3 on key messages, JEFAP partner to sensitise the DCPC on:   1. The programme objectives (e.g. to target humanitarian food insecurity, as opposed to other programmes being implemented in the target area), 2. Targeting process 3. Targeting criteria 4. Complaints and feedback mechanisms (CFMs). |  |
| B10. | **Agenda item 3: Identify GVHs**  The JEFAP partner should remind the DCPC that resources should be prioritised to affected GVHs in TAs under MVAC identified EPAs. Resources should not be evenly distributed across the TA unless the whole TA falls within the affected EPA.  Using the preparatory work (B5) DADO to propose affected GVHs, followed by a discussion when the JEFAP partner can put forward their position (using the preparatory work B3). The DCPC has final decision on identifying GVHs. |  |
| B11. | **Agenda item 4: Identify other allocated resources**  DCPC to request other partners to present other resources they may have raised to address humanitarian need (using preparatory work B6); these targeted households should be deducted from the implementation plan. The DCPC, with support from the JEFAP partner, should identify areas in which collaboration should be encouraged to avoid duplicating assistance. |  |
| B12. | **Agenda item 5: Advocating for specific groups to be considered**  The DSWO and/or the Social Welfare Officer presents any considerations for households on social protection (SP) programmes (using preparatory work in B7). For example, if SCTP payments have been delayed then those already very poor are without any assistance. The DSWO should state that SP beneficiaries should not be routinely excluded, using key messages from Tool 3. |  |
| B13. | **Agenda item 6: Discuss roles and next steps**  The DCPC, with support from the JEFAP partner, provide an overview of the discussion, including the next steps:   1. Consultation at ACPC and VCPC levels and *when this is planned* 2. Community based targeting and ongoing verification and *when this is planned* 3. Provision of ration cards and distribution and *when this is planned* 4. Reminder on the availability of CFMs, and what is considered valid and invalid complaints in the context of the humanitarian response – see Tool 16.   They should note that the DCPC will be facilitating the process, with support from the JEFAP partner, and that AEDC and AEDO will be contacted to advise on the allocation of numbers for each GVH and village.  If these ACPC/VCPC are not functioning, the DRMO with support from the JEFAP partner should ideally establish or train these committees. In cases when this is not feasible (e.g. due to the length of the response or constraints on timing for targeting) ADCs and VDCs will be utilized. At all stages, the ADCs and VDCs should however be invited to the ACPC and VCPC so that they are also sensitized on the response, noting that the process is facilitated by the CPCs. |  |
| B14. | **Agenda item 7: Obtain key contacts**  DCPC to ask members to identify key contacts (e.g. ACPC, AEDC etc.); the DCPC and JEFAP partner to record. |  |
| B15. | **Outcomes from the DCPC:**   1. JEFAP partner introduced 2. DCPC (incl. DSWO and/or Social Welfare Officers) sensitized on JEFAP response (including objectives, process, criteria, and CFMs) 3. GVHs identified 4. Other resources from other partners identified 5. Specific considerations of certain populations considered 6. Roles and next steps discussed 7. Key contacts obtained   *The DCPC should keep the DEC informed of the outcome of this and all future meetings on the humanitarian response.* |  |
| Step C: Full Council | |  |
| C1. | If a full council is required, DEC to call the full council within the week and repeat steps A3-A7 with the Full council. Once ready to start the ACPC meetings, proceed to Tool 4. |  |

*Please note, the JEFAP partners has now begun the process of sensitization. Sensitisations will continue with ACPC and VCPC meetings, however, it is encouraged that other methods are also used to raise awareness, such as school, churches, and megaphones. The key messages in Tool 3 should be used to inform these sensitisations.*

### Tool 3. Key messages on JEFAP process to: DEC, Full Council, DCPC, ACPC, VCPC (sensitisation)

*As part of the DEC, Full council, DCPC, ACPC, and VCPC meeting, the JEFAP partner must provide an overview of the objectives of the humanitarian food response, the targeting process and criteria, and CFMs.*

1. **Different programmes have different objectives:**

 State the programme that delivers humanitarian assistance is called ‘JEFAP’ – the Joint Emergency Food Assistance Programme, funded by [*insert*]. And implemented in this area by [*insert*].

 Humanitarian **food assistance** delivered under JEFAP aims at providing **life-saving food assistance** and contributes to restoration of livelihoods. As such, transfers are designed to cover food needs.

 The **objectives of development programmes,** in contrast, are usually focused on **poverty reduction.** This means that the support provided (e.g. inputs, transfer etc.) is not designed to cover food needs.

 For example, Social Cash Transfer Programme (Mtukula Pakhomo) aims to reduce poverty and smoothen consumption amongst ultra-poor and labour constrained households; among other objectives. Transfers are much lower than humanitarian food assistance.

In [insert district], the MVAC report found that **[number] household were found to be affected in [number] TAs**, and that **assistance would be required for [number] months**, **starting in [month] and ending in [month]**. It is expected that **[amount in MT or cash] of humanitarian assistance will be distributed, through funding from [insert].**

 Today, we will [describe agenda]. Of note, **we will target which GVHs within a TA** and under MVAC- identified EPAs are most affected, and **identify a response plan** that captures all available resources.

 **Targeting process:** After consultations at the district level, **consultations are held at the ACPC and VCPC level to allocate numbers per GVH and village**. The VCPCs, in collaboration with other community groups are then asked to identify households to be prioritized for humanitarian food assistance. The communities also identify households. **Communities are then asked to look at the VCPC and community lists and finally prioritise households most unable to cope and in need of food support.** Verifications will be ongoing, starting on [week].

 Complaints and feedback mechanisms are available throughout the implementation [provide list of CFMs] should any beneficiary or non-beneficiary wish to register a complaint.

1. **Targeting process**

 *State that* following the harvest, The MVAC Team did **an assessment**, calculating the number people in Malawi in need of lifesaving humanitarian food assistance required.

 *Provide* the **number of households per TA** that will receive humanitarian assistance [for the ACPC and VCPC, once determined also provide which GVHs, and the allocation per GVH and village]

 *State* the **duration** of the response [*insert from month X to month Y*]

 *State* the **modality** to be used in the response, chosen based on a market assessment [Cash/food/voucher]

*State that* **consultations are held at the ACPC and VCPC level to allocate numbers per GVH and village using a mathematical formula**. The VCPCs, in collaboration with other community groups are then asked to identify households to be prioritized for humanitarian food assistance. The communities also identify households. **Communities are then asked to look at the VCPC and community lists and finally prioritise households most unable to cope and in need of food support.** Verifications will be ongoing, starting on [*insert week*].

 *State* that in order to give communities space to identify those in need, local leaders will be asked only to assist with community mobilization. If there is a case of fraud, the entire community will be verified to check for eligibility and perpetrators will be brought to justice (in previous years this has resulted in court cases and jail).

1. **Targeting criteria: Prioritizing HH least able to cope and at risk having not enough food**

Households should satisfy at least one criteria from category A, and one criteria from category B to be targeted.

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| **Category** |  | **Criteria** | **Why** | **Example** |
| A | A1 | Those with the smallest harvests | Likely to have lowest food stores | Number of months of food from Summer and Winter harvest has lasted / will last for a HH |
| A2 | Those with the smallest land holdings or no access to land | Likely to have lowest food stores | Number of months of food from Summer and Winter harvest has lasted / will last for a HH |
| B | B1 | Those with malnourished children | Highly at risk of increased malnourishment | HH with malnourished children and/or malnourished children receiving supplementary or therapeutic feeding with a ration card SFP/OTP |
| B2 | Those with highest dependency ratio | Reduced ability to cope and food stores stretched | 1 able bodied adult member (aged 19+ years) caring for 3+ other members. |
| B3 | Those unable to work | Reduced ability to find income and cope | Child headed HH/ Elderly headed HH/ HH with chronically ill, disabled persons, or orphans |
| B4 | Those with lowest levels or no external support | Reduced ability to cope | HH receiving on average less than MWK 10,000 external support per month from all other sources. |

1. **Complaints and feedback mechanisms**

 Complaints and feedback mechanisms are available throughout the implementation should any beneficiary or non-beneficiary wish to register a complaint. *State the CFMs in the district. See Tool 16 for more information.*

Tool 3 translated. Mauthenga ofunikra pa ndondomekoyi kumagulu awa: DEC, Full Council, DCPC, ACPC, VCPC

Momga mbali ya misonkhano ya DEC, full Council, *DCPC, ACPC, and VCPC, b*ungwe logawa zakudya kuzera mumgwirizano wa JEFAP likuyenera kufotokoza zolinga za ntchito ya chithandiza cha zakudya pa nthawi ya njara, ndondomeko ya kasankhidwe ka oyenera kulandira chithandizo ndi ndondomeko za kapalekedwe ka maganizo a wanthu pa ntchito ya chithandiza cha zakudya.

1. **Ma porogramu osiyana amakhla ndi zolinga zosiyana:**

* Fotokozani kuti programme yomwe ikugawa zakudya ndiyamgwirizano wa JEFAP - the Joint Emergency Food Assistance Programme, mdera lino nthito yogawa ikugwiridwa ndi bungwe la (insert) ndi chithandizo chochokera ku bungwe la (insert)
* Ntchito yagawa zakudya kuzera mumgwirizano wa JEFAP ilindi cholinga chopulumutsa myoyo popelaka chakudya kwaomwe akuchisowa ndinso kuthandizira kuti kapezedwe ka chithandizopa pa khomo kasasokonekere. Chotero zogawa zones ndizothandiza kupeza zakudya za pa khomo.
* Zolinga za nthito/ma programme a chitukuko ndi zothetsa umphawi, kotero zogawidwa mumaprograme amenewa sizothandiza kupeza zakudya pa khomo.
* Mwa chitsanzo Mtukula Pakhomo alindi zolinga zochepetsa umphawi ndi kufewetsa moyo wa makomo a osaukitsitsa ndi opanda mphamvu zogwilira ntchito. Chithandizo cha Mtukula pa khomo ndichotsikilapo kuyelekeza ndi chithandizo cha zakudya pa nthawi ya njala.

In [insert district], the MVAC report found that **[number] household were found to be affected in [number] TAs**, and that **assistance would be required for [number] months**, **starting in [month] and ending in [month]**. It is expected that **[amount in MT or cash] of humanitarian assistance will be distributed, through funding from [insert].**

 Today, we will [describe agenda]. Of note, **we will target which GVHs within a TA** and under MVAC- identified EPAs are most affected, and **identify a response plan** that captures all available resources.

 **Targeting process:** After consultations at the district level, **consultations are held at the ACPC and VCPC level to allocate numbers per GVH and village**. The VCPCs, in collaboration with other community groups are then asked to identify households to be prioritized for humanitarian food assistance. The communities also identify households. **Communities are then asked to look at the VCPC and community lists and finally prioritise households most unable to cope and in need of food support.** Verifications will be ongoing, starting on [week].

 Complaints and feedback mechanisms are available throughout the implementation [provide list of CFMs] should any beneficiary or non-beneficiary wish to register a complaint.

1. **Ndondomeko ya kasankhidwe ka oyenera kulandira chithandizo chanzakudya**

* Fotokozani kuti nthawi yokolora itaadutsa, boma kuzera mu office ya MVAC, linafufuza kuchuluka kwa ma banja ameme sanakolore mokwanira ndipo azafunika chithandizo cha zakudya
* Fotokozani kuchuluka kwa ma banja pa TA omwe MVAC inapeza kuti akufunika chithandizo cha zakudya (ngati ma banja pa GVH akudziwika fotokozani ku ma komiti a ACPC, ndi VCPC) komanso ndi numbala ya ma banja pa GVH kapena pa mudzi.
* Fotokozani kutalika kwa ntchito yogawa zakudyayi ( kuchokera mwezi wa (insert) kufikira mwezi wa (insert) miyezi (insert number of months)
* Fotokozani njira yachithandizo kudelaro potsandira kafukufuku wa za malonda a zakudya mumisika ya dera limerero.
* Kuti tipeze ma banja oyenera kulandira chithandizo pa GVH ndi pa mudzi, pamakhala kulumikizana ndi ma komiti a ACPC ndi VCPC. Makomitiwa mogwirizana ndi magulu ena mmudzi, amasankha ma banja omwe ayenera kulandira chithandizo cha zakudya. Anthu a mmudzi amasankhanso ma banja omwe ayenera kulandira chithandiza cha zakudya. Chotero pamakhala kaundula/mndandanda wa ma banja muwiri. Anthu a mmudzi amafunsidwa kufanizira mainawa osankhidwa ndi ma komiti pofanizira ndi osankhidwa ndi anthu a mmudzi ndichilinga chopanga mndandanda umodzi omwe mudzi onse wagwirizana kuti ndi banja ovitukitsitsa ndipo akuyenera kukhala mu kaundula wa olandira nawa chithandizo cha zakudya.
* Kalondolondo wa kumabanja osankhidwawo azachitika kuyambira mwezi wa (insert)
* Pofuna kupatsa mphamvu yasankha kwa anthu a mmudzi, mafumu azapemphedwa kuthandizira kusonkhanisa anthu basi. Pakapezeka mchitidwe wa chinyengo kalolondolondo azachitika pa khomo lililonse losankhidwa ndipo osankhidwa ndi osankha mwachinyengo azapezeka ndimlandu otha kupita nawo kundende.

1. **Ndondomeko ya kasankhidwe: kusankha ma banja omwe sangathe kukhala ndi chakudya kokwanira.**

Banja losankhidwa likuyenera kukwanilitsa chinthu chimodzi kuchokera ku gawo A, ndi chofunika chimodzi kuchokera ku gawo B

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** |  | **Criteria Chofunika/Choyeneleza** | **Why/chifukwa** | **Example/Chitsanzo** |
| A | A1 | Omwe anakolora zochepetsetsa | Sangasunge chakudya chokwanira | Zokolora zikwanira miyezi ingati zisanathe pa banja lo |
| A2 | Omwe alibe malo olima kapena alindi malo ochepetsetsa | Akuyenera sanasunge zakudya zokwanira | Zokolora zikwanira miyezi ingati zisanathe pa banja lo |
| B | B1 | Omwe ali ndi/ akusamala mwana/ana onyentchera | Alipachiopyezo cha kupiliza kunyentchera | Ma banja omwe ali ndi ana omwe analowa mu programme ya (CMAM) OTP/NRU kapena SFP/NCST |
| B2 | Ma banja omwe pakhoma pawo pali ana/anthu ambiri ofuna chithandizo | Alindi kuthekera kochepa kuti apeze chakudya chokwanira kapena chikapezeka chimatha msanga | Wamkulu mmodzi wa zaka zopitilira 19 ngati akusamala anthu osachepera atatu kepena ochuluka. |
| B3 | Omwe sangathe kugwira ntchito | Alibe kuthekera kupeza ndalama | Ma banja omwe mutu wa banja ndi mwana kapena okalamba, kapena odwala mwa mgonamgona, kapena olumala ngakhalenso amasiye |
| B4 | Mabanja omwe alibe chithandizo chokera kwa achibale | Alibe kuthekera kulimba nthawi ya njala | Ma banja omwe ndalama yothandidwa simakwana MK10000 pa mwezi umodzi |

1. **Ndondomeko yopelekera maganizo ya wanthu**

Ndondomeko zopelekera maganizo zilipo pa nthawi yonse ntchito yogawa zakudya izachitike. Ngati wina aliyense (olandira kapena sakulandira) angakhala ndi maganizo (madandaulo kapene zodandaula) akhoza kugwiritsa nthito njira zomwe zilipo mboma mumo. (tool 16 for more information)

### Tool 4. Process for consultations and identifying GVHs and villages, and allocating resources (ACPC/ VCPC)

*With the GVHs identified at the DCPC meeting, resources must be allocated between GVHs and villages. The objectives of this section are to: (i) consult with both the ACPC and VCPC and continue sensitisation; (ii) allocate resources between identified GVHs and villages; (ii) obtain an initial list of potential beneficiaries for use in the community based targeting. The role of the JEFAP partner is to support the DCPC, ACPC, and VCPC in the roll out of JEFAP; the district must have ownership over the JEFAP response. The DCPC should have oversight over the process.*

**Key background information:**

1. Not all households within identified GVHs will receive humanitarian assistance. To give an MVAC allocation per GVH, the DCPC/ACPC should request the AEDC/AEDO to provide the JEFAP partner with the number of households in each GVH/ village. The JEFAP partner will then apply a formula (see Tool 21 for an overview, but use the attached excel sheet which has formulas) to ensure an equitable distribution of resources, as the MVAC allocation is proportional to the population size versus the overall caseload at the TA level (when calculating GVH allocation) and GVH level (for calculating village allocation).
2. ACPC and VCPC members are volunteers, and the JEFAP partner should be aware that the humanitarian response will likely overlap with the agricultural season that requires time-consuming, manual work needed for cultivation of land. The committees may need to be revamped or established (see Tools 14 & 15). The JEFAP partner may also choose to incentivize members by providing visibility materials (e.g. response-branded t-shirts).
3. Traditional leaders must not be directly involved in targeting, and particularly, must not decide on selection of beneficiary households. The active involvement of traditional leaders (TAs, GVHs) will be limited to community mobilization when community members are gathered for community-based targeting.
4. VCPC should identify a few members to be trained on being part of a ‘complaints committee’ and trained by the JEFAP partner– see Tool 16. These members should not be from the VCPC.

|  |  |  |
| --- | --- | --- |
| Step D: ACPC | | Done? |
| *ACPC preparations* | | |
| D1. | DCPC to request the AEDCs to provide the JEFAP partner with the number of households for each identified GVH. |  |
| D2. | The JEFAP partner should use the information from D1 and insert it into Tool 21 excel sheet to apply a formula that will identify the MVAC allocation per GVH. In doing so, GVHs will receive an MVAC allocation proportional to the population size versus the overall caseload at TA level. |  |
| D3. | JEFAP partner to meet with the representative of the DCPC to inform them of numbers and allocations across identified GVHs, using the figures from D2. |  |
| D4. | DCPC to check if there is a functioning ACPC. If there is a functioning ACPC, DCPC to call the ACPC within the week (ideally as soon as possible).  If these ACPC/VCPC are not functioning, the DRMO with support from the JEFAP partner should ideally establish or train these committees – see Tools 14&15. In cases when this is not feasible (e.g. due to the length of the response or constraints on timing for targeting) ADCs and VDCs can be utilized. At all stages, the ADCs and VDCs should however be invited to the ACPC and VCPC so that they are also sensitized on the response, noting that the process is facilitated by the CPCs. Once the DCPC is functioning, proceed to D5. |  |
| D5. | JEFAP partner to also provide the briefing note to the Social Welfare Assistants or extension workers in charge of social protection programmes ahead of the ACPC – See Tool 12. |  |
| D6. | JEFAP partner to bring a computer to the ACPC meeting in case the formula used to allocate numbers is questioned. |  |
| D7. | JEFAP partner should discuss with the ACPC which chief and which ACPC member will read out the public declaration on behalf of all the chiefs and the ACPC – see Tool 19. |  |
| *ACPC agenda* | | |
| D8. | **Agenda item 1: Introduction of JEFAP partner**  DCPC to introduce the agenda and the JEFAP partner. |  |
| D9. | **Agenda item 2: Sensitise the ACPC on the JEFAP response**  Using Tool 3 on key messages, JEFAP partner to sensitise the ACPC on:   1. The programme objectives (to target humanitarian food insecurity, as opposed to other programmes being implemented in the target area), 2. Targeting process 3. Targeting criteria 4. Complaints and feedback mechanisms (CFMs) – also see tool 16. 5. DCPC should also include the method of allocating numbers of HH per GVH, and a presentation of the numbers using the calculations the JEFAP partner has already done in step D1-D3.   \*If the ACPC note that new GVHs have been created within the area under the affected EPA, add them to the Tool 21 excel ensuring their numbers will be deducted from the GVH they were originally categorized under.  (Tool 15 on training the VCPC should also be used here if refresher training is needed) |  |
| D10. | **Agenda item 3: Present the roles and next steps**  The DCPC with support from the JEFAP partner to introduce the roles and next steps, including:   1. Consultation at VCPC levels and *when this is planned* 2. Community based targeting and ongoing verification and *when this is planned* 3. Provision of ration cards and distribution and *when this is planned* 4. Reminder on the availability of CFMs   They should note that the ACPC will be facilitating the process, with support from the JEFAP partner, and that the AEDO will be contacted to advise the allocation of numbers for each village. |  |
| D11. | **Agenda item 4: Public declaration of accountability**  The JEFAP partner to ask the identified chief and ACPC to read out the accountability statement – See tool 19 |  |
| D12. | **Agenda item 5: Obtain key contacts**  DCPC to ask for key contacts (e.g. VCPC, CSSC, AEDO etc.); the DCPC/ ACPC/ JEFAP partner to record the contacts. |  |
| D13. | **Outcomes from the ACPC:**   1. JEFAP partner introduced 2. ACPC sensitized on JEFAP response (including objectives, process, criteria, and CFMs), and provide the MVAC allocation per GVHs 3. Roles and next steps discussed 4. Public declaration of accountability made 5. Key contacts obtained |  |
| *Step E: VCPC* | |  |
| *VCPC preparations* | |  |
| E1. | ACPCs to request the VCPCs and AEDOs to provide the JEFAP partner with the number of households for each village within MVAC-identified GVHs. |  |
| E2. | The JEFAP partner should use the information from E1 and insert it into Tool 21 excel sheet to apply a formula that will identify the MVAC allocation per village. In doing so, villages will receive an MVAC allocation proportional to the population size versus the overall caseload at GVH level. |  |
| E3. | JEFAP partner to meet with DCPC and the representative of the ACPC and VCPCs to inform them of numbers and allocations across for each village within the identified GVHs. |  |
| E4. | ACPC to check if there are functioning VCPCs. If there is a functioning VCPC, ACPC to call 5-6 geographically clustered VCPCs (based on VCPCs situated within a 5km radius of each other) to a meeting within that week (ideally as soon as possible).  If these ACPC/VCPC are not functioning, the DRMO with support from the JEFAP partner should ideally establish or train these committees – see Tools 14&15. In cases when this is not feasible (e.g. due to the length of the response or constraints on timing for targeting) ADCs and VDCs can be utilized. At all stages, the ADCs and VDCs should however be invited to the ACPC and VCPC so that they are also sensitized on the response, noting that the process is facilitated by the CPCs. Once the DCPC is functioning, proceed to D5. Then the ACPC should call the meeting. |  |
| E5. | The ACPC to ensure that other community leaders and groups are invited to support the VCPC as key informants, including HSAs, CSSC members, religious leaders, leaders of community based organisations, and AEDOs.  JEFAP partner to also provide the briefing note to the Social Welfare Assistants or extension workers in charge of social protection programmes ahead of the VCPC – see tool 13. |  |
| E6. | JEFAP partner to bring print outs of Tool 5 to give to each VCPC, and a computer in case the formula used to allocate numbers is questioned. |  |
| E7. | JEFAP partner should discuss with the VCPC which chief and which VCPC member will read out the public declaration on behalf of all the chiefs and the VCPC – see tool 19. |  |
| *VCPC agenda* | |  |
| E8. | **Agenda item 1: Introduction of JEFAP partner**  ACPC to introduce the agenda, and the JEFAP partner. |  |
| E9. | **Agenda item 2: Sensitise the VCPC on the JEFAP response**  Using tool 3 on key messages, JEFAP partner to sensitise the VCPC on:   1. The programme objectives (to target humanitarian food insecurity, as opposed to other programmes being implemented in the target area), 2. Targeting process 3. Targeting criteria 4. Complaints and feedback mechanisms (CFMs), and what is considered valid and invalid complaints in the context of the humanitarian response – see Tool 16.   It is important that communities understand that whilst the humanitarian assistance is ‘unconditional’, they are entitled to speak out during the process if they feel that something is not right. The humanitarian response will not stop if a household complains; complaints are important to ensure assistance is going to the most in need.   1. The method of allocating numbers of HH per GVH and HH per village, and a presentation of the numbers using the calculations the JEFAP partner has already done in step E1-E3.   \*If the VCPC note that new villages have been created, add them to the Tool 21 excel ensuring their numbers will be deducted from the village they were originally categorized under.  (Tool 15 on training the VCPC should also be used here if refresher training is needed) |  |
| E10. | **Agenda item 3: Pre-identifying households**  The DCPC and ACPC, with the support from the JEFAP partner will introduce the role of the VCPCs in targeting:   1. VCPCs to identify households to be prioritized in the JEFAP targeting process, with other community groups or leaders informing the selection, for example:  * HSAs to know the status of households with malnourished children receiving supplementary feeding * CSSCs to know the status of households receiving social protection support (e.g. SCTP) who may be amongst the most vulnerable and in need of humanitarian assistance  1. The list should ideally be created during the meeting for the JEFAP partner to answer questions the VCPC may have whilst targeting and to reduce the risk of interference by chiefs or agreement amongst VCPC members to distort the selection. **There should be a list with names for each village that will receive humanitarian assistance.** 2. Tool 5 should be handed out and discussed with the VCPCs to guide their targeting. **It is important that the VCPCs understand this will not be the final list – it is simply a pre-targeting list.** The community will also be asked to create a list, and names on both lists identified as the most in need will be registered, whilst names only identified by the VCPC or the community will then be discussed to determine the most in need. This is so that if the community forget someone who is more in need, then hopefully the VCPC will have identified them and their name can be considered. 3. The JEFAP partner should make a statement that if fraud is found at any point during JEFAP, all households in the village will be verified and the police will be informed and cases brought against those found to have perpetrated or attempted to perpetrate fraud. |  |
| E11. | **Agenda item 4: Public declaration of accountability**  The JEFAP partner to ask the identified chief and VCPC to read out the accountability statement – see tool 19. |  |
| E12. | **Agenda item 5: Identifying members of the ‘complaints committee’**  JEFAP partner to ask a few community members to be identified for a ‘complaints committee’ to: receive complaints and maintaining confidentiality; resolve simple questions, engage implementing JEFAP partner staff when needed; and provide immediate feedback to those utilizing the complaints and feedback mechanism. The complaints committee should be comprised of members who are not part of the VCPC or the food management committee, but could include representatives from other community groups such as religious leaders. |  |
| E13. | **Agenda item 6: Present the roles and next steps**  The ACPC with support from the JEFAP partner to introduce the roles and next steps, including:   1. Training of the VCPC complaints committee and *when this is planned* 2. Community based targeting and ongoing verification and *when this is planned* 3. Provision of ration cards and distribution and *when this is planned* 4. Reminder on the availability of CFMs, and what is considered valid and invalid complaints in the context of the humanitarian response – see Tool 16.   They should note that the DCPC, ACPC, and VCPC will facilitate the process, with support from the JEFAP partner. |  |
| E14. | **Agenda item 7: Obtain key contacts**  DCPC to ask members to identify key contacts. |  |
| E15. | **Outcomes from the ACPC:**   1. JEFAP partner introduced 2. VCPCs sensitized on JEFAP response, including numbers per GVH and per village. 3. Completion of a list of suggested households by the VCPC. 4. Public declaration of accountability made 5. VCPC identified members of the complaints committee (and identified a time for training using Tool 16). 6. Roles and next steps discussed 7. Key contacts obtained |  |

### Tool 5. Guiding VCPCs through the pre-targeting of households (VCPC)

*With the number of households now allocated to each village, the JEFAP partner along with community leaders (e.g. religious leaders) and groups (e.g. CSSCs) should support the VCPC in identifying households most in need of humanitarian food assistance. This should not be done in a big community meeting. The JEFAP partner should remind participants if there is a case of fraud, the entire community will be verified to check for eligibility and perpetrators will be brought to justice. If over 20% of households are found ineligible, the entire community will be retargeted. The objectives are to create an initial list of households to be prioritized during JEFAP.* ***This will not be the final list of targeted households. (Zitadziwika kuti m’mudzi uliwonse ndi***

**Groups to support the VCPC:**

* HSAs - Health Surveillance Assistants (to help identify those chronically ill, HIV/AIDS, TB affected members, disabilities that reduce labour capacity, or households with malnourished children)
* Community Social Support Committees where they exist (they have a knowledge of social protection programmes and have a good understanding of the ultra-poor and level of assistance households are receiving)
* Religious leaders
* Leaders of Community Based Organisations (e.g. orphan care, implementing ECD etc.)
* AEDOs – Agricultural Extension Development Officers

**You are here today to identify which households will not have enough food. This is life-saving assistance and should be allocated to the most in need. This list is a pre-targeting list. The village will also be asked to propose names as well.** It is our responsibility to initially identify: **Which households are least able to cope and at risk of having not enough food?**

Firstly people who are employed should not be targeted, for example public servants, those working for other organisations or institutions, those that are running established medium enterprises for example groceries, hawkers.

**Targeting criteria: Prioritizing HH least able to cope and at risk having not enough food**.

Households should satisfy at least one criteria from category A and one criteria from category B to be targeted. The VCPCs should discuss this with the community leaders and groups to identify those most in need.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** |  | **Criteria** | **Why** | **Example** |
| A | 1 | Those with the smallest harvests | Likely to have lowest food stores | Number of months of food from Summer and Winter harvest has lasted / will last for a HH |
| 2 | Those with the smallest land holdings or no access to land | Likely to have lowest food stores | Number of months of food from Summer and Winter harvest has lasted / will last for a HH |
| **B** | 1 | Those with malnourished children | Highly at risk of increased malnourishment | HH with malnourished children and/or malnourished children receiving supplementary or therapeutic feeding with a ration card SFP/OTP |
| 2 | Those with highest dependency ratio | Reduced ability to cope and food stores stretched | 1 able bodied adult member (aged above 19 years) caring for 3+ other members. |
| 3 | Those unable to work | Reduced ability to find income and cope | Child headed HH: orphan-headed households or where the parent or grandparent is incapable of undertaking the usual head of household roles  Elderly headed HH: (more than 60 years old)  Households caring for orphaned children less than 18 years old (where both parents have died)  Households with chronically ill/HIV-AIDS, TB affected members  Households with persons with disability or physically challenged |
| 4 | Those with lowest levels or no external support | Reduced ability to cope | Households receiving on average less than MWK 10,000 external support per month from all sources |

**After identifying potential beneficiary households in accordance to the above stated criteria, VCPC members shall write in the names of household heads in Households Identification Form. If names of those that meet the criteria exceed the allocation, the VCPC with support from community groups and leaders must prioritise those most in need.**

**Instructions for completing the form (find below the translation):**

* **Definition of the household**

People living and eating together on a normal basis (in Chichewa, this translates to: “*anthu amene amakhala ndi kudya pamodzi kawirikakwiri amaphika pa poto m’modzi”.* In case of polygamy, if wives are staying in different houses using different budgets, they should be treated as separate households.

* **Completing the form**

This form should be filled by the VCPC when identifying the potential households, with support from other community groups. The VCPC should record the details of identified potential beneficiary as required in the form.

* **Introduction**

Ensure that the introductory information is filled (i.e. village of the household, TA, EPA, and GVH)

* **Household Details**

**Names**

* Head of the household –Complete the first, second and family name of the household head.
* Other Members –complete only the first name for other members
* If there are more than 12 members in the household, please continue on the back of the page.

**Sex**

* Insert ‘F’ if the person is female and ‘M’ if the person is male

**Age**

* Please insert the person’s actual age.
* If the member just knows the birth date then please calculate the age
* If the member does not know the age or the year, then please use a best estimate so that the family member is in the correct age category of under-5, 5-18, 18-60, or over 60.

**Criteria**

* To be prioritized for targeting, households must satisfy one criteria from category A and B. The criteria being satisfied should be ticked in the form.

**Remarks**

* Remarks are not compulsory but anything relevant to the beneficiary household members could be included here if deemed necessary.

Tool 5 translated. Guiding VCPCs through the pre-targeting of households (VCPC)

Ndondomeko yoti komiti ya VCPC itsatire kusankha banja osaukitsitsa kusanayambe

Nambala ya yopelekedwa kwa mudzi ulionse itadziwika, bungwe la mumgwirizano wa JEFAP pamodiz ndi atsogolori a mmudzi (mipingo ) andi magulu osiyanasiyana akuyenera kuthanndiza komiti ya VCPC to sankha ma banja ovutikitsitsa ndipo akufunika chithandiza cha chakudya. Kusankha uku kusachitike pa nsonkhano wa mmudzi. Bungwe la mgwirizano wa JEFAP likuyenera kukumbutsa otengapo mbali kuti pasakhale chinyengo pa kasankhidwe ka mabanja. Pakapezeka ma banja okwanira awiri pa mabanja khumi osankhidwa mwachinyengo, mudzi onse udza fufudziwa. Mndandanda wa mabanja osankhidwa ndi VCPC ndi oyambilapo chabe, siolowa mukaundula wa mabanja olandira chithandizo cha zakudya.

**Magulu othandiza VCPC**

* Alanagizi a zaumoyo, (kuthandiza kupeza ana onyentchera, odwala matenda a ngonagona, TB, olumala ndi ochepa mphamvu zogwilira nthcito)
* Ma komiti a Social Support (komwe aliko ndipo ali ndi upangili odziwa ntchito za mtukula pakhomo ndi kudziwa osaukitsitsa mmudzi)
* Atsogoloeri a mipingo kapena ma shehe
* Atsogolori a ma CBO
* Alangizi a zaulimi (AEDO)

Tasonkhana pano ksankha ma banja omwe sakhala ndi chakudya chokwanira. Chithandizo chikuyenerakupelekedwa kwa omwe ali osaukutsitsa. Mndandanda omwe ulipo ndioyambila chabe. Anthu ammudzi apatsidwanso mwayi osankha mabanja omwe akuona kuti sakhala ndi chakudya chokwanira. Udindo wathu ndisankha: mabanja ati omwe ali pachiopyezo chosowa zakudya komanso sangwakwanitse kupeza njira zina zopezera zakudya?

Anthu omwe ali pa ntchito yolipidwa pa mwezi asasankhidwe, mwachitsanzo ogwora ntchito mmboma, ogwira ntchito mumabungwe, amabuzinesi ang’onoang’ono monga ma amaokala kapena ma glosale.

**Ndondomeko ya masankhidwe:** Mabanja omwe sakhala ndi chakudya chokwanira kapena sangakwanitse kupeza njira zina zopezera chakkudya akhale oyambilira.

Mabanja osankhidwa akuyenera kukwanilitsa ndondomeko imodzi ya gawo A ndi ndondomeko imodzi ya gawo B. Komiti ya VCPC ikuyenera kukambilana ndi atsogoleri a mmudzi kuti apeze ma banja oterewa.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** |  | **Criteria Chofunika/Choyeneleza** | **Why/chifukwa** | **Example/Chitsanzo** |
| A | A1 | Omwe anakolora zochepetsetsa | Sangasunge chakudya chokwanira | Zokolora zikwanira miyezi ingati zisanathe pa banja lo |
| A2 | Omwe alibe malo olima kapena alindi malo ochepetsetsa | Akuyenera sanasunge zakudya zokwanira | Zokolora zikwanira miyezi ingati zisanathe pa banja lo |
| B | B1 | Omwe ali ndi/ akusamala mwana/ana onyentchera | Alipachiopyezo cha kupiliza kunyentchera | Ma banja omwe ali ndi ana omwe analowa mu programme ya (CMAM) OTP/NRU kapena SFP/NCST |
| B2 | Ma banja omwe pakhoma pawo pali ana/anthu ambiri ofuna chithandizo | Alindi kuthekera kochepa kuti apeze chakudya chokwanira kapena chikapezeka chimatha msanga | Wamkulu mmodzi wa zaka zopitilira 19 ngati akusamala anthu osachepera atatu kepena ochuluka. |
| B3 | Omwe sangathe kugwira ntchito | Alibe kuthekera kupeza ndalama | Ma banja omwe mutu wa banja ndi mwana kapena okalamba, kapena odwala mwa mgonamgona, kapena olumala ngakhalenso amasiye |
| B4 | Mabanja omwe alibe chithandizo chokera kwa achibale | Alibe kuthekera kulimba nthawi ya njala | Ma banja omwe ndalama yothandidwa simakwana MK10000 pa mwezi umodzi |

**Mabanja omwe angalandire nawo chithandizo akasankhidwa potsata ndondomeko ilipamwambayi, komiti ya VCPC ilembe maina a mitu ya mabanja pa form ya yolembapo mabanja osankhidwa (Household Identification Form). Nambala ya banja okwanilitsa zowayeneleza kusankhidwa ikapilira nambala yomwe mudzi walandira/wapatsidwa, a komiti ya VCPC akuyenera kusankha ma banja ovutikitsitsa mogwirizana ndi nambala yomwe mudzi unapatsidwa.**

**Malangizo o lembela form yolembapo mabanja.**

**Tanthauzo la banja**

Anthu amene amakhala ndi kudya pamodzi kawirikakwiri amaphika pa poto m’modzi. Ngati pali mitala, ngati akazi akukhala m'nyumba zosiyanasiyana pogwiritsa ntchito ndalama zosiyana, ayenera kutengedwa ngati mabanja osiyana.

**Kumaliza mawonekedwe a folomu iyi**

Fomu iyi iyenera kudzazidwa ndi VCPC pozindikira momwe angapezere mabanja, mothandizidwa ndi magulu ena. VCPC iyenera kulembetsa tsatanetsatane wa omwe ma banja omwe angapezeke monga momwe fomu ikufunira.

**Kuyamba**

Onetsetsani kuti mwalemba tsatane tsatane wa chidziwitso cha mudzi (mwachitsanzo mudzi wa, TA, EPA, ndi GVH)

**Mfundo za banja**

Mayina

- Mutu wa banja - Lembani dzina loyamba, lachiwiri la mutu wa banja.

- mamembala e**na a banjalo** - Tchulani dzina loyamba la mamembala ena

- Ngati pali mamembala oposa 12 m'banja, chonde pitirizani kumbuyo kwa tsamba.

Sex

- Ikani 'F' ngati munthuyo ndi wamkazi ndipo 'M' ngati munthuyo ndi wamwamuna

Zaka

¬ Chonde lembani zaka zenizeni za munthuyo.

- Ngati membala akudziwa tsiku lobadwa chonde muwerengere zaka

- Ngati membala sakudziwa zaka kapena chaka, chonde gwiritsani ntchito chiwerengero chabwino kuti wachibale akhale mu zaka zoyenera zapansi pa 5, 5-18, 18-60, kapena 60.

Zotsatira

- Kuti banja lisankhidwe, akuyenera kukwaniritsa njira imodzi kuchokera ku gawo A ndi B. Zomwe zikukhutira ziyenera kuyendetsedwa mu mawonekedwe.

**Malingaliro**

- Mosakakamiza koma ngati banja lili ndi maganizo ena kapena chonena chilichonse chokhudza mamembala a banjalo chikhoza kulembedwa apa .

**VCPC table of suggested households to be targeted for JEFAP: *Ensure this is filled out for each village***

**MVAC allocation for the village:…………………………….[insert number]**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EPA** | | **GVH** | | **TA** | | **Village** | | **FDP** | | |
| **No.** | **Name**  **(First, Second and Family Name)** | **Sex** | **Age** | **Criteria** | | | | | | **Remarks** |
| A1 | A2 | B2 | B2 | B3 | B4 |
|  | Smallest harvest | Smallest land holdings or no access to land | Malnourished children | Highest dependency ratio | Unable to work | Lowest levels or no external support |
| **1** |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |
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### Tool 6. Process for targeting households most in need, verifying, and providing ration cards for implementation

*Once the JEFAP Partner has received the list from the VCPC, the community will be called to undertaken community-based targeting. Objectives: (i) wide community awareness of the meeting and high attendance, (ii) households identified and endorsed by communities, and aware of CFMs; (iii) ongoing verifications; (iv) distribution of ration cards.*

***Key information:***

* In Malawi, household is defined as[[1]](#footnote-1): People living and eating together on a normal basis (in Chichewa, this translates to: “anthu amene amakhala ndi kudya pamodzi kawirikakwiri amaphika pa poto m’modzi”). In case of polygamy, if wives are staying in different houses using different budgets, they should be treated as separate households.
* Community-based targeting involves using community groups or intermediary agents as part of the identification of in-need households. Its benefits include:
  + - It makes use of the community groups as stakeholders and their involvement would lead to better screening, monitoring and accountability.
    - It raises awareness in the communities about the different levels of vulnerability that exist within it.
    - It creates programme ownership by the communities and trust between communities and those that work with them in implementing the programme.
* VCPC members and village/ group village heads (local chiefs) shall not be part of any community group responsible for endorsement[[2]](#footnote-2). The JEFAP partner and members of the DCPCs shall be responsible for facilitation of the process.
* Verifying endorsed households is very important for proper, fair and accountable community-based targeting.
* If there is a case of fraud, the entire community will be verified to check for eligibility and perpetrators will be brought to justice.
* It is important that communities understand that whilst the humanitarian assistance is ‘unconditional’, they are entitled to speak out during the process if they feel that something is not right. The humanitarian food response will not stop if a household complains; complaints are important to ensure assistance is going to the most in need.

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| Step F: Community meeting | | Done? |
| *Community meeting preparations* | | |
| F1. | JEFAP partner to collect the list of prioritized households from the VCPC recorded in Tool 5. |  |
| F2. | JEFAP partner to identify the villages in GVHs per FDP (we want to avoid households traveling very far, and also limit the numbers gathering at any one time to a manageable size e.g. under 1000) |  |
| F3. | Clustered GVHs attached to one FDP should told about the proposed meeting 1-2 days. It is important that there is mass mobilization using a combination of the following institutions:   * Chiefs * Churches/ Mosques * Schools * HSAs * JEFAP partner using a megaphone   The JEFAP partner should provide information to the above stakeholders to disseminate including:   1. MVAC objectives (use Tool 3 for key messages) 2. When and where the first gathering will take place 3. The importance of all community members gathering to select and endorse targeted households 4. CFMs (use tool 3 and tool 16) |  |
| F4. | The JEFAP partner should prepare for the community meeting by printing out Tool 7 per village to be targeted, recording on the top of the tool that EPA, TA, GVH, village, and FDP, and the allocation for that village. |  |
| *Community meeting process* | | |
| F4. | On the day of the meeting, all community members from clustered GVHs will gather at a FDP. 3 staff members from the JEFAP partner will be assigned to each GVH (multiple teams of 3 can be deployed at the same; some can be enumerators), and they will target at the village level:  Staff 1 will facilitate the process  Staff 2 will be recording names  Staff 3 will be checking the identified names against the VCPC list |  |
| F5. | Staff 1 should ask all members to sit in village-level groupings. |  |
| F6. | Staff 1 should kindly ask a chief and from the VCPC to read out the public declaration of accountability – see tool 19.  Then the staff member should kindly ask all members from the VCPC and local leaders to leave, as they have already inputted into the process and the rest of the community should be given space to speak freely. It should be emphasized that this is because they were all met with the week before. |  |
| F7. | Staff 1 should describe MVAC objective:  The MVAC response provides humanitarian food assistance, to provide lifesaving need. It is different from other programmes in this area which are focused on poverty reduction. The support provided, including the duration of each programme is very different as they are addressing different issues. Being on a development programme should not exclude you from receiving humanitarian support – it depends on whether how much assistance you are receiving and whether you are able to cope and will have enough food.  *Thandizo la zakudya lomwe MVAC imapereka kwa onse omwe akhudzidwa ndi vuto la njala ndilosiya ndi ntchito zina zomwe zimachitika zochepetsa umphawi. Nthawi ndi thandizo lomwe limapelekedwa ndi zosiya chifukwa zimayang’ana mbali zina zosiyana. Potenga nawo mbali mu ntchito za chitukuko zisakupangitseni kuti musalandile nawo thandizo la zakudya-izi zitengela kuti mukulandila thandizo lochuluka bwanji komanso ngati mukhala ndi chakudya chokwanila.* |  |
| F8. | Staff 1 should describe MVAC targeting process:   1. An assessment was conducted which found overall [X] people in [X] TAs were in need of lifesaving food assistance. *kafukufuku anachitika ndipo anapeza kuti(x) anthu a mwa (x) Mfumu yayikulu ndi ofunika thandizo la zakudya* 2. In [X] per village, the allocation is [X] *mu (x) pa mudzi,kuchuluka kwake ndi (x)* 3. Describe the duration of the response (e.g. how many months), and the modality (cash/ food etc.)( *nenani kuchuuka kwa ntchito(mwachitsanzo miyezi ingati),Thandizo lake (ndalama kapena /chakudya)* 4. We have worked with the DCPC, ACPC, and the VCPC to allocate numbers.*Tagwila ntchito ndi DCPC,ACPC komanso VCPC pogawa ma nambala.* 5. We are now asking you, the village to identify people who you think should be prioritized.*Pano tikupempheni inu anthu amudzi kuti mutiuze anthu omwe mukuwona kuti atha kusankhidwa* 6. **The VCPC list were also consulted and asked for suggested names, which will be checked afterwards as well, but this is the opportunity for the village to put forward their suggestions.** |  |
| F9. | Staff 1 should describe the MVAC criteria:   1. You are here today to identify which households will not have enough food. This is life-saving assistance and should be allocated to the most in need. *Mulipano lero kuti musankhe makomo omwe sakhala ndi chakudya.ili ndithandizo la zakudya musankhe anthu ovutikitsitsa.* 2. It is our responsibility to identify: Which households are least able to cope and at risk of having not enough food? *Ndi ntchito yathu kusankha: Ndi makomo ati omwe athe kukhala ndi chakudya chokwanila komanso omwe sakhala ndi chakudya chosakwanila.* 3. To do this, we will use criteria. *Pompanga izi tigwilitsa ntchito dondomeko.* 4. Firstly people who are employed should not be targeted, for example public servants, those working for other organisations or institutions, those that are running established medium enterprises for example groceries, hawkers. *Choyamba anthu omwe akugwila ntchito asalembedwe,mwachitsanzo,kugwila ntchito Boma,omwe akugwila ntchito ma bungwe kapena malo ena,omwe ali ndi ma biziness monga ma Golosale,wokala.* 5. Then we will prioritise those in need. *Kweni kweni tifuna omwe ali osowa.*   Eligible households must satisfy one criteria in category A and one criteria from category B.: *Makomo akuyenela kukhala ndi chimodzi mwa zinthu izi A kapena B*  Category A:  A1: Households with poor harvest, because they will have low food stocks *makomo omwe sanakolole bwino ,akhala ndi zakudya zosakwanila.*  A2: Households with smallest land or no access to land, because they will have low food stocks *Makomo omwe ali ndi malo ochepa kapena alibe malo olima,akhala ndi chakudya chochepa.*  Category B:  B1: Households with malnourished children *(makomo omwe muli ana onyetchela) Ana Omwe matupi awo akusowekela zakudya zamagulu.*  B2: Households with the highest dependency ratios (for example one adult looking after more than three dependents), because they will have low capacity to cope and stretched food stores *(makomo omwe muli anthu ochuluka (mwachitsanzo munthu modzi kumayanganila anthu oposela atatu) Chifukwa sakhala ndikuthekela kupeza chakudya.*  B2: Households unable to work or no reliable source of income, for example*: (makomo omwe sangathe kugwila ntchito kapena alibe njira zodalilika zopezela ndalama.*  Child headed HH: orphan-headed households or where the parent or grandparent is incapable of undertaking the usual head of household roles *(Makomo omwe pali ana okhaokha:ana amasiye kapena pomwe makolo ngakhale achikulire sangathe kugwila ntchito zobweletsa thandizo/chakudya pa khomo.*  Elderly headed HH: (more than 60 years old) *(makomo omwe pali anthu okalamba(oposela zaka makumi asanu ndi imodzi*  Households caring for orphaned children less than 18 years old (where both parents have died)  Households with chronically ill/HIV-AIDS, TB affected members *(makomo omwe kuli ana amasiye osapitilila zaka 18(omwe makolo onse anamwalila) Makomo omwe pali munthu yemwe akudwala matenda a mgona gona kapena chifuwa chachikula cha TB*  B4: Households lacking external support *(Makomo omwe akusowekela thandizo)*  It should be made clear to the community, that households which are enrolled in other programmes such as SCTP should be considered for MVAC assistance. This does not mean automatic inclusion, but rather they should be considered as the objectives and transfer values of two programmes differ significantly – receiving SCTP does not mean that a family has enough means to secure enough food. *Ma gulu adziwitsidwe kuti makomo omwe analembedwa mu ntchito za mtukula pakhomo nawonso ali ndi kuthekela kolandila zakudya za anthu ovutika.izi sizikutathanuza kuti alembedwe,kulandila thandizo la mtukula pakhomo sikukutathauza kuti ali ndi chakudya chokwanila* |  |
| F10. | Staff 1 will then ask the village to suggest names of households.  The staff member will start by asking if there are households unable be here today (e.g. disabled, or elderly, chronically ill etc.) who are eligible for humanitarian support.  The staff member should then ask for other suggestions of names, making sure that they call on different individuals who seem to be representing different socio economic background for suggestions (e.g. both men and women, people who look older or younger like elderly or adolescents, people who look vulnerable etc. are putting forward names). |  |
| F11. | Once a name has been suggested, Staff 1 should ensure the village agrees, and if they don’t ask why. No need to record these discussions. Staff 1 should ensure that only members from the village are suggesting names and endorsing. |  |
| F12. | Staff 2 should write down the names that the village is proposing that MVAC targets on Tool 7. |  |
| F13. | Staff 3 should be looking at the ‘VCPC list’ for the village being targeted to see which HH the VCPC are suggesting for MVAC. If the HH is on the ‘VCPC targeted- list’ then make a tick on the Tool 7. Once Staff 1 has finished facilitating the community targeting and the allocation has been filled, the staff members will finish comparing the VCPC generated list with the village-generated list. |  |
| F14. | Staff 1 (the main facilitator) should say that some initial names were suggested by both community leaders and VCPCs (e.g. those that received a tick on form 7). Names that have been suggested by both the community leaders/VCPCs and the village will be endorsed.  For example, if the MVAC caseload is 20 people, the village and the VCPC may have identified 10 of the same households. |  |
| F15. | The staff will then be left with names that were only identified on one list (e.g. either the VCPC or the village targeting). Using the case above this would leave 20 people for 10 places.  All names only identified on one list (using the case above 20 people for 10 places) should be read out loud to the village for them to consider and chose the most in need to be registered.  If households are rejected, record the reason why on the form – tool 7. |  |
| F16. | Staff 1 should then describe the complaints and feedback mechanisms – see tool 3 and 16 for information. It is important that communities understand that whilst the humanitarian assistance is ‘unconditional’, they are entitled to speak out during the process if they feel that something is not right. The humanitarian response will not stop if a household complains; complaints are important to ensure assistance is going to the most in need.  *Wogwira ntchitoyi akuyenera kulongosolera anthu ndondomeko yoyenera kusata popereka madandaulo komanso kulandira mayankho pa madandaulo awo. Ndikofunika kuti anthu akumudzi amvesetse bwino kuti ngakhale thandizo lachakudya kapena ndalama ndilaulere, anthu ali ndiufulu kuyankhula poyera ngati akuona kuti ntchitoyi sikuyenda moyenera. Ntchito yopereka thandizo lachakudya siyingayimitsidwe chifukwa anthu adandaula. Kupereka madandaulo ndichinthu chofunikira kwambiri powonesetsa kuti ntchito yopereka thandizo lachakudya iyende bwino ndikufikira anthu oyenelera*  Staff 1 should also note that households will be continuously verified to ensure they are eligible. If 20% of the community sampled is found to be ineligible then the entire community will be retargeted, and if there is a case of fraud, the entire community will be verified to check for eligibility and perpetrators will be brought to justice.  *Wogwira ntchitoyi azindikire kuti mndandanda wamaina a anthu oyenera kulandira thandizo udzaunikidwa pafupipafupi pofuna kuwonesetsa kuti anthuwo ndiwoyeneradi. Ngati patapezeka kuti awiri mwa anthu khumi aliwonse pam’ndandandawu siwoyenera kulandira thandizoli, ntchito yosankha anthu ovutikayi idzayambiranso. Patapezeka kuti pali kukayikira zachinyengo kapena katangale pantchitoyi, mndandanda wonse wa anthu m’deralo lidzaukidwanso ndipo lamulo lidzagwira ntchito pa anthu onse opezeka olakwa.*  Staff 1 should remind those endorsed of the modality they will be receiving (e.g. food/cash/voucher) and when the first distribution will likely take place. They should note the importance of men and women taking joint decisions around the use of the humanitarian assistance (whether food/ cash/ voucher).  *Wogwira ntchitoyi akuyenera kuwakumbutsa anthu onse oyenera kulandira thandizo zandondomeko yakalindiridwe ka thandizoli (mwachitsanzo: chakudya, ndalama kapena vocha) komanso nthawi yomwe thandizoli likuyembekezeka kulandiridwa. Ndibwino kuzindikira kufunika kwa amai ndi abambo kugwira ntchito limodzi posankha anthu ovutikisitsa oyenera kulandira thandizo.* |  |
| F17. | Staff 1 should then ask households who have been endorsed should be lined up and written on the registration form by Staff 3 – Tool 8.  The JEFAP partner should ask that the adult women from the targeted household be registered as the entitlement holder, on behalf on the household. If questioned, the JEFAP partner can state that women are often the ones preparing the food, and thus it is easier if the women have full access. If there is no adult women in the household, then the adult male should be registered.  *Ogwira ntchito ndi JEFAP afunse amai achikulire pabanja lilironse loyenera kulandira thandizo kuti ndiamene atenge udindo wolandira ndikusamalira thandizolo m’malo mwa banja lawolo. Ngati atafunsidwa chifukwa chiyani, ogwira ntchito ndi JEFAP alongosole momveka bwino kuti amai ndiamene amakonzo ndi kuphika chakudya panyumba choncho ndiwoyenera kuyang’anira bwino chakudyacho. Ngati m’banjamo mulibe mai wachikulire, abambo panyumbapo akuyenera kutenga udindowu.* |  |
| F18. | Staff 1 should then give gender and protection messages to everyone in the village - see tool 20. |  |
| F19. | Then move to the next village and do steps F6- F19 until all villages in the GVH have allocated the MVAC assistance. If it is taking a long time for Staff 3 to register the households, Staff 1 and 2 can proceed with the next village (after the allocation is filled they will then compare the VCPC and community lists (e.g. F13).) |  |
| Step G: Verifications | | |
| G1. | A JEFAP partner should be paired with a DCPC member to undertake continuous verifications (every month), using a survey – tool 9. The survey should be 15 HH or 10% of the village whichever is higher, randomly selected. If 20% of the sample is found ineligible then the VCPC will be reformed and the entire village will be retargeted and perpetrators will be brought to justice. |  |
| Step H: Registration and ration cards | | |
| H1 | The JEFAP partner will take the list from the registration process to the office, input the names into their database and start creating the ration cards. The VCPC, ACPC, and DCPC should each have a copy of the registration tool. The ACPCs will then produce a list of beneficiaries per TA to be kept at the TA level. The DCPC will work with the JEFAP partner(s) to produce a list for the district to be kept at the district level. |  |
| H2 | Through VCPC, on another day those who were endorsed at the community stage should be called and issued with a ration card.  WFP and the INGO Consortium issue ration cards with specific serial number to each JEFAP partner. The JEFAP partner should record which serial number is being issued to each beneficiary. The JEFAP partner must ensure that women are registered as main recipients/ration card holders for receiving food assistance.  The beneficiary should print their thumb to show receipt of the card.  As the cards are being distributed, the JEFAP partner should remind the beneficiaries of the importance of men and women taking joint decisions around the use of the humanitarian assistance (whether food/ cash/ voucher). |  |

### Tool 7. Community endorsement and registration tools (community)

**MVAC allocation for the village:…………………………….[insert number]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EPA:** | **TA:** | **GVH:** | **Village:** | **FDP:** |

*The staff should only record names up to the MVAC allocation for the village. The rejected column should only be used once the community has compared the VCPC and their lists and identified the most in need (e.g. if the community decide that someone on the other list is more in need – the reason for rejection should be given).*

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| --- | --- | --- | --- | --- | --- |
| **No** | **Name of Household Head**  **(First, Second and Family Name)** | **Does the Household Deserve**  **to Receive Humanitarian Assistance**  **Yes - No** | **Remarks** | **Allocated by the VCPC?** | **Rejected? (Why?)** |
| **1** |  |  |  |  |  |
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| **24** |  |  |  |  |  |

### Tool 8. Registration form

**BENEFICIARY CT REGISTRATION FORM**

**District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GVH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Village: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IP: \_\_\_\_\_\_\_\_\_\_ Committee Member Name & Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VCPC Member Name & Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **No** | **Beneficiary Name**  **(First name, Family name)** | **Beneficiary ID** | **Beneficiary**  **SEX** | **HHH Sex** | **HH**  **AGE** | **Household members by Age and Gender** | | | | | | | | **Total HH SIZE** | | **PLW** | **Child < 2 yrs** | **SCTP Ben (Yes/No)** | **Labour Capacity (Yes/No)** |
| **<5 yrs old** | | **5-18 yrs** | | **>18- 59 yrs** | | **> 60yrs** | |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
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### Tool 9. Household Survey

**To be used by a pair undertaking verification – a member of the DCPC and a member from the JEFAP partner.**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Automatic exclusion criteria** | **Answer** | **Score** |
|  | ***Questions in this section are trying to determine those least eligible for MVAC assistance*** | |  |
|  | Looking at the household, can you see **at least two** of the following items, which are all considered large assets? *Circle which ones, and if they have more than two assets automatically exclude the household.* | Functioning TV | **N/A** |
| Generator |
| Running water |
| Car |
| Motorbike |
| Ox cart |
| 1.2 | From speaking with the community and asking the household, are any of the members employed as one of the following positions? *Circle if yes, then automatically exclude the household.* | Teacher | **N/A** |
| HSAs |
| Extension workers |
| Shop owners |
|  | *If they are automatically excluded, thank the family and end the survey. Otherwise, move to part 2, inclusion criteria.* | | |
| **2.** | **Inclusion criteria** | **Answer** |  |
| **2.1** | ***Questions in this section are trying to determine those households with the smallest harvests for the household size*** | |  |
| 2.1.1 | What is the size of your household? |  | **/3** |
| 2.1.2 | Out of the total number of members in your household, how many are: | Aged above 19, not in school, and able bodied? (e.g. an able bodied member) |
| 2.1.3 | Out of the total number of members in your household, how many are: | aged below 19 years? |
| aged above 19 years but in school? |
| are chronically ill? |
| are disabled? |
| aged above 64 years? |
|  | *Questions 2.1.1 and 2.1.2 are used to indicate how many members in a household are dependent on another member of the household. Using the information Calculate the ‘dependency ratio’ = each able bodied adult member in the household (aged above 19 years) caring for not more than 3 other members.* *For each able bodied adult caring for more than 3 other members then assign a score of 0, otherwise assign a score of 3.* | |
| 2.1.3 | How many 50 KG bags of maize did you harvest this year in (a) Summer and (b) Winter? |  | **/3** |
| 2.1.4 | Other than maize, do you have any other types of food in store or in the field (e.g. sorghum, millet or cassava) in excess of 50kg? |  |
|  | *Questions 2.1.3 and 2.1.4 are used to indicate* *how much food a household has. Using the information in 2.1.3 and 2.1.4, add up the amount of food in KG. Using the information in section 2.1.1 + 2.2.2 calculate how much maize there is per person for the remainder of the lean season. If there is less than 10kg per person per month assign a score of 0, 10-20kg assign a score of 2, and 20+KG assign a score of 3.* | |
| ***2.2*** | ***Questions in 2.3. are trying to determine those with lowest levels or no external support*** | |  |
| 2.2.1. | The MVAC response targets households without food. A household can face various difficulties, and can rightly receive other assistance. If the other assistance you receive is too small to cover your food needs, you may still be eligible for MVAC assistance. Does your family receive any assistance from other projects as well?  *Ask: Assistance projects are widely spread, and we've heard XYZ is active in this area. Are you sure?*  *If yes:* Which ones? | Have you or one of family members worked for a project [like FFA/ UBALE/ NJERA] during the last 3 months where you receive a full food basket or cash more than MWK20,000 a month? *[if yes, give 14 points]* | **/14** |
| Have you or one of family members worked for a public work project during the last 3 months?  *[if yes, give 2 points]* | **/2** |
| Do you, or one of your family member receive fertilizers or training in agriculture? *[if yes, give 2 points]* | **/2** |
| Are you, or one of your family members receiving assistance from the SCTP? *[if yes, give 1 point]* | **/1** |
| 2.2.2 | A lot of households have a relative working in a city or another country, and sending support to their family who live in the villages. Do any of your relatives work in the city / abroad and send some money or food in difficult times?  *Ask: In our experience, most of the young people are looking for work in the cities, isn't that the case for your family?*  If yes: How regularly does your relative come by, or send something? | I have to ask, but then he/she sends something right away *[if yes, give 3 points]*  He/she sends something every months when the salary comes in *[if yes, give 2 point]*  He/she doesn't make much in the first place. We can only rely on him/her when our situation is really bad *[if yes, give 1 points]* | **/3** |
| 2.3 | ***Questions in 2.4 are trying to determine those unable to work*** | | |
| 2.3.1 | How many adults (>18yrs) are unable to do productive work in the household? | 1 *[give a score of 3]*  2 *[give a score of 1]*  3 or more *[give a score of 0]* | **/3** |
| 2.3.2 | Is the household head unable to do productive work to get food for the household because of their societal characteristic?  If yes, why? | *[if one of the following give 0 points]*  Child headed HH  Elderly headed HH  Orphans headed HH  Person with a disability that limits their ability to work heading the HH  Person who is chronically ill or weak that limits their ability to work heading the HH  *[if another reason is given, OR if the HH head is able to work give 3 points]* | **/3** |
| 2.4 | ***2.5 is trying to determine those with malnourished children*** | | |
| 2.4.1 | *Parents or caregivers of malnourished children should present a valid ration card for SFP or OTP as evidence of enrollment in CMAM program at nearest health facility (where possible verified by HSA)* | *If there is a valid ration card, the household should be receive a 0, otherwise a 3* | **/3** |

If the household has met any of the exclusion criteria (part 1), or the household received a score of 23-37 they should not be considered eligible for humanitarian assistance. For these households the ration cards should be taken away on the spot, with an explanation that they do not meet the targeting criteria.

No promises should be made nor ration cards taken away from for households falling within 0-22:

* If they receive a score of 11-22 they are eligible but someone might be in more need; household with a score of 11-22 should be deliberated with the DCPC and the protection cluster to determine if they are amongst the poorest of the poor, or if there is someone who is much more vulnerable.
* Household with a score of 1-10 should be prioritized for humanitarian assistance and continue receiving MVAC. This should be communicated to the household.

### Tool 10: Involvement of Social Protection representatives in the targeting process for MVAC assistance

**STEP C:**

**Full Council**

Not mandatory: If (!) a FC is scheduled, proceed as you would have under STEP A.

* + The household verification will be done by the JEFAP partner together with the DCPC;

**STEP A:** **The JEFAP partner supports a DEC or a Full Council meeting, depending on the district calendar**

* + The Social Welfare representatives at district level reiterate the stronger roles of Community Social Support Committees in the MVAC targeting process;

**STEP B: The JEFAP partner together with the DCPC organizes a DCPC meeting**

* + The DSWO and/or Social Welfare Officer (SWO) provides information on the situation of SCTP households in the affected areas;
  + **For DSWOs and/or SWOs: Use tool 11 in preparation for the DCPC!**
  + At TA level Social Welfare Assistants or the respective government extension worker responsible for SCTP (CDO or other) represent the needs and specific situation of SCTP households in the affected areas;
  + **For Social Welfare Assistants: Use tool 12 in preparation for the ACPC!**

**STEP E: The ACPC calls for a VCPC meetings**

* + The VCPCs are directed to closely cooperate with the CSSCs when developing the list of preliminary eligible households at village level;
  + **For CSSCs: Use tool 13 to understand your role and responsibilities!**

**STEP F: The VCPC develops a preliminary list of food insecure households. Community meeting to develop a preliminary list of food insecure households which is cross-checked / paired with the VCPC list**

* + During the pre-registration, the CSSCs will ensure SCTP HH in need of additional food assistance are being considered;
  + **CSSCs: Continue with tool 13!**
  + As part of your collaboration with the VCPC, make your you engage all SCTP households in the area to participate the community endorsement meeting;
  + **VCPC or CSSC members should not take part in the community meeting!**

**STEP H: Household-level verification and registration**

**STEP D: The DCPC calls for an ACPC meeting**

### Tool 11: Preparation note to be handed out to the DSWO and the SWO before the DCPC

**Remember!**

SCTP households are not automatically eligible for MVAC. But they should be considered just as any other household!

**Next steps - think of:**

1. Informing the TA level, Social Welfare Assistants, of the next steps!
2. Provide the TA level with the number of SCT households per GVH!

**For the JEFAP partner:**

Please hand-out this briefing to the DSWO **and** the Social Welfare Officer

prior to your first meeting with the DCPC.

**Background:**

The targeting process for households eligible for food assistance under MVAC is about to start in your district. It was deemed important, that the needs of households enrolled in social protection programmes are better represented in the MVAC targeting process. That way, the government wants to avoid them being excluded from additional life-saving food assistance during the lean season if they are in need for it.

**Your support as DSWO/SWO and the next steps:**

As DSWO and/or as SWO, you’re involved, especially representing the interests of ultra-poor and labour constrained households, enrolled in Social Protection programmes, such as the SCTP.

1. The JEFAP partner with DCPC present the MVAC intervention in a DEC or a Full Council meeting;

2. The JEFAP partner with DCPC will organize a DCPC meeting;

3. From the DCPC, the MVAC targeting process moves forward to TA, GVH, and village cluster level;

* + As DSWO/SWO you want to be aware of the upcoming targeting steps, in order to ensure the interest of social protection programme beneficiaries is represented;
  + **As DSWO/SWO you'd want to make sure everybody understands, that the objectives of MVAC are different from social protection ones:**
    - Humanitarian food assistance delivered under MVAC aims at providing life-saving food assistance and contributes to restoration of livelihoods.
    - The objective of Mtukula Pakhomo is to reduce poverty and smooth consumption amongst ultra-poor and labour constrained households; to increase school enrolment of children; and to improve the nutrition, economic and general well-being of beneficiary families.

The JEFAP partner will explain the programme objectives of MVAC:

* + **Social protection programme beneficiaries may be as much in need of humanitarian assistance as any other household in the target area.** As DSWO/SWO, based on the above explained differences of the programmes, you'd want to reiterate, that social protection programmes are not seen as interventions, which can ensure peoples food needs during the lean season - transfers are not designed to do so.

It will be discussed, which other resources are available in the district:

* + The identification of affected TAs/GVHs is defined by geographic targeting from the MVAC/IPC assessment - **your objective is to lay out the situation among SP programme beneficiaries in the TAs/GVHs which are being discussed:**
    - When was the last SCTP payment done in the pre-identified TAs?
    - Are some TAs facing delays in payments?
    - Are there any special conditions for SP programme beneficiaries, which lead to higher needs in the specific TA/GVH?

It will be discussed which GVHs are going to benefit from MVAC interventions - **you'll be asked to present on the SCTP situation:**

**Necessary preparation for the DSWO/SWO:**

1. Please consult with your SSO, so he/she can provide you with all the necessary information, i.e. what is the state of implementation of SP programming in the MVAC affected TAs/GVHs?
2. Make sure you have a list of the n° of SCTP HHs per GVH – the MIS, under “Data Entry Report Module → Form Application Targeting”, provides you with the necessary information;

**In the DCPC, kicking-off the household level MVAC targeting process, the following is planned:**

The JEFAP partner will lay out the next steps in the MVAC process:

### Tool 12: Preparation note to be handed out to the Social Welfare Assistants or other government extension workers in charge of SCTP (CDO or other) before the ACPC meeting

Tool 13: The role and responsibilities of CSSCs in the MVAC targeting process (VCPC)

**Remember!**

SCTP households are not automatically eligible for MVAC. But they should be considered just as any other household!

**Next steps - think of:**

1. Informing the CSSCs of their role in the MVAC targeting process – they’ll be contacted by the VCPCs!

**For the JEFAP partner:**

Please hand-out this briefing to the Social Welfare Assistants or extension workers in charge of social protection programmes prior to your first meeting with the ACPC

**Background:**

The targeting process for households eligible for food assistance under MVAC is about to start in your TA. It was deemed important, that the needs of households enrolled in social protection programmes are better represented in the MVAC targeting process. That way, the government wants to avoid them being excluded from additional life-saving food assistance they may need during the lean season.

**Your support as extension workers in charge of social protection programmes and the next steps:**

As extension workers, you’re involved, especially representing the interests of ultra-poor and labour constrained households, enrolled in Social Protection programmes, such as the SCTP.

1. The JEFAP partner with ACPC will present the MVAC intervention in an ACPC meeting;

2. From the ACPC, the MVAC targeting process moves forward to GVH and village cluster level;

* + As Social Welfare Assistant or extension worker in charge of social protection programmes you want to be aware of the upcoming targeting steps, in order to ensure the interest of social protection programme beneficiaries is represented;
  + **As Social Welfare Assistant or extension worker in charge of social protection programmes you'd want to make sure everybody understands, that the objectives of MVAC are different from social protection ones:**
    - Humanitarian food assistance delivered under MVAC aims at providing life-saving food assistance and contributes to restoration of livelihoods.
    - The objective of Mtukula Pakhomo is to reduce poverty and smooth consumption amongst ultra-poor and labour constrained households; to increase school enrolment of children; and to improve the nutrition, economic and general well-being of beneficiary families.
    - **Make sure everybody understands that Social protection programme beneficiaries may be as much in need of humanitarian assistance as any other household in the target area.**

The JEFAP partner will explain the programme objectives of MVAC:

* + The allocation of a caseload (n°) per GVH and per village should be calculated proportional to the population size and therefore happen automatically.

An MVAC caseload will be allocated to GVHs and villages:

* + Having allocated a number of households to receive MVAC per GVH and village (caseload), the next step is to identify those households. The JEFAP targeting criteria are applied to do so. The role of CSSCs in the MVAC targeting process is the one of an advisor and observer. As such they have the responsibility of:
    - **ensuring SCTP households are not excluded** from MVAC assistance by their communities, just because they are already enrolled in SCTP;
    - **ensuring SCTP households are systematically considered for MVAC**, meaning *MVAC eligible* SCTP households do receive additional food assistance;

It will be explained, that VCPCs are to cooperate with CSSCs when preparing the preliminary household list:

**Necessary preparation for the Social Welfare Assistant or extension worker in charge of social protection programmes:**

1. Before the ACPC, please consult with your district level colleagues, so they provide you with the number of SCTP HHs per GVH;
2. Before the ACPC, please make sure you come with an updated contact list of the CSSCs in your area;

**In the ACPC the following is planned:**

The JEFAP partner will lay out the next steps in the MVAC targeting process:

**Remember!**

SCTP households are not automatically eligible for MVAC. But they should be considered just as any other household!

**Remember:**

SCTP households are often excluded from other types of assistance at community level. Make sure all households are considered fairly for MVAC, whether or not already enrolled in SCTP!

Step 2:

After the VCPC preliminary list, there will be a community meeting to develop a second list which is to be cross-checked with the VCPC one

* + - As CSSCs, your responsibility is to support the VCPC in making sure that all (!) community members, including households who already receive SCTP attend this meeting!

**More specifically this entails:**

**For the JEFAP partner:**

Please make sure this briefing is handed out to the CSSCs in the target area

**Background:**

The targeting process for households eligible for food assistance under MVAC is about to start in your area. It was deemed important, that the needs of households enrolled in social protection programmes are better represented in the MVAC targeting process. That way, the government wants to avoid them being excluded from additional life-saving food assistance during the lean season.

Your role and responsibilities as CSSCs:

VCPCs are the ones primarily responsible for MVAC targeting. As members of the CSSC, your role is to:

1. Consult and advise the VCPC if there is a SCTP household which cannot secure its food needs even with the assistance it’s getting from SCTP => no SCTP household should be excluded from MVAC, just because receiving SCTP

* + As CSSCs you want to send a delegate to the relevant VCPC meetings. Remember, your role is the one of an **advisor and consultant**!
  + As CSSCs you want to make sure, everyone in the VCPC understands that the objectives of MVAC are different from social protection ones:
    - Humanitarian food assistance delivered under MVAC aims at providing life-saving food assistance and contributes to restoration of livelihoods.
    - The objective of Mtukula Pakhomo is to reduce poverty and smooth consumption amongst ultra-poor and labour constrained households; to increase school enrolment of children; and to improve the nutrition, economic and general well-being of beneficiary families.
  + The different objectives mean that SCTP beneficiaries may be as much in need of humanitarian assistance as any other household in the target area => you want to make sure this is understood!
  + As CSSCs you would want to point to the VCPC any SCTP households which are under a lot of distress and in acute difficulties to secure the food needs of the household. The criteria which are to be applied are:
    - Those with the smallest harvests
    - Those with the smallest land holdings or no access to land
    - Those with malnourished children
    - Those with highest dependency ratio – large families with few able-bodied members
    - Those unable to work
    - Those with lowest levels or no external support
  + **Being enrolled in the SCTP is not an exclusion criterion for receiving MVAC!**

Step 1:

The VCPC, in collaboration with CSSCs, has to develop a preliminary list of households eligible for MVAC

**Chida 13: Ntchito za a a dindo (CSSC) pa kasankhidwe ndi kalembera wa mabanja woyenera kupindula mu pologalamu ya thandizo la chakudya (MVAC)**

**Kumbukirani!**

**Mabanja amene ali mu pologalamu ya mtukula pa khomo ayenera kuonedwa ngati banja lina lililonse!**

**Remember:**

Mtukula Pakhomo umapangitsa kuit mabanja azitsalidwa ku zithandizo zina. Onetsetsani kuti chilungamo chikutsatidwa posankha anthu olandila thandizo la chakudya posatengera kuti banja lalowa kale mu Mtulula Pakhomo

Monga a CSSCs udindo wanu ndi kuthandizira a VCPC kuti anthu onse a mmudzi kuphatikizapo omwe ali mupogalamu ya Mtukula Pakhomo kutengapo mbali pa msonkhano uno.

Step 2:

Pamene a VCPC alemba maina omwe akuwayerekeza kuti alowe mu MVAC, pakuyenera kuitanitsidwa nsonkhano wa anthu onse kuti nawonso alembe maina omwe akuwayerekeza. Pomaliza mainawa asindikizidwe poyang’anira mbali zonse.

**Izi zikutanthauza kuti:**

**Kwa mabungwe otenga mbali mu pologalamu ya thandizo la chakudya: Chonde onetsetsani kuti ndondomeko iyi ikuperekedwa kwa CSSCs kumalo omwe kalembera wa mabanja akuchitikira.**

**Mau Oyamba**

Ndondomeko yosankha and kulembera mabanja omwe akuyenera kulandira thandizo lachakudya mu pologalamu ya MVAC ili pafupi kuyamba m'dera lanu. Zinaonedwa kuti ndi zofunika, kuti zosowa za mabanja olembedwera pulojekiti ya Mtukula Pakhomo anthu ndizoyimiridwa bwino mu ndondomeko ya MVAC. Mwanjira imeneyo, boma likufuna kuwapewa kuti asapatsidwe thandizo lina lopulumutsa moyo panthawi yovuta.

Ntchito zanu adindo a CSSSC:

A AVPCs ntchito yanu yaikulu ndikutsogolera kusankha ndi kulembera mabanja.Ngati mamembala a CSSC, mukuyenera kugwira ntchito izi:

1. Kugwira ntchito mothandizana ndi a VCPC ndikunikira ngati banja lomwe liri mu pologalamu ya mtukula pakhomo silingakwanitse kupezabe chakudya ndi thandizolo. Ziwani kuti mabanja omwe ali mu pologalamu ya mtukula pa khomo sakuyenera kukanizidwa thandizo la chakudya chifukwa chakuti ali mu pologalamu ya mtukula pa khomo.

* + Monga CSSCs mukuyenera kutumiza nthumwi ku misonkhano yoyenera ya VCPC. Kumbukirani kuti udindo wanu ndi wolangiza!

• Monga CSSCs mukuyenera kuonetsetsa kuti mamembala onse a VCPC amadziwa kuti zolinga za MVAC n'zosiyana ndi mtutula pa khomo:

* + - Thandizo la chakudya lomwe limaperekedwa pansi pa zolinga za MVAC cholinga chake ndikuthankdiza anthu kuti asafe ndi njala komanso kuteteza umoyo wawo.
  + - Cholinga cha Mtukula Pakhomo ndi kuchepetsa umphaŵi pakati pa mabanja osauka omwe alibe thankdizo; kuwonjezera chiwerengero cha ana mma sukulu; komanso kupititsa patsogolo madyedwe a bwino, umoyo komanso umoyo wabwino wa mabanja opindula.
  + • Kusiyana kwa zolingaku kukutanthauza kuti opindula a SCTP angakhale osowa thandizo monga anthu ena onse mdera lawo.>> Mukufuna kutsimikiza kuti izi zimamveka!
  + • Monga CSSCs mungafune kuwonetsa VCPC mabanja onse a SCTP omwe ali ndi mavuto ambiri komanso mavuto ovuta kuti apeze zosowa za banja. Njira zomwe ziyenera kugwiritsidwa ntchito ndi:
  + - Mabanja amene ali ndi zokolola zochepa kwambiri
  + - Mabanja mene ali ndi malo olima ochepa
  + - Mabanja amene ali ndi ana onyentchera
  + - Mabanja amene ali ndi chiwerengero cha odalira ambira - mabanja omwe alibe anthu oaimira
  + - Omwe alibe kuthekera kogwira ntchito
  + - Anthu omwe ali otsika kwambiri kapena opanda chithandizo.

Kulembetsa ku SCTP sikukuyenera kumupangitsa munthu kuti asalembedwe mu MVAC!

**Khwerero 1:**

VCPC, mogwirizana ndi CSSCs, iyenera kukhazikitsa mndandanda wa mabanja oyenerera MVAC

### Tool 14. Establishing a DCPC, ACPC and VCPC by DoDMA

Sensitization is an important part of establishing DCPC, VCPCs or ACPCS, particularly raising awareness of the structure and characteristics of an effective DCPC/ACPC/VCPC, qualities of a good DCPC/VCPC/ACPC committee member and the probable challenges the committee members are likely to face. This is to be run by DoDMA (DRMO), and supported by the JEFAP partner.

|  |  |  |
| --- | --- | --- |
| Audience | Establishing a DCPC/ACPC/ VCPC | |
| **QUESTIONS** | **ANSWERS** |
| Candidates for DCPC/ACPC/ VCPC Members | * Who can become DCPC/ACPC/ VCPC member? | * Respectable member of community, man or woman, with integrity, to be devoted to supporting community-based targeting, and distribution of the assistance. |
| * What does it mean DCPC/ACPC/ VCPC member? * What are the duties of DCPC/ACPC/ VCPC member? | * It is a volunteer position (without earning money or food for working as DCPC/ACPC/ VCPC member). * His/her duties include all the support needed for fair identification of potential beneficiary HHs, endorsement, verification, registration, distribution and complaints and feedback. |
| * Does a DCPC/ACPC/ VCPC member automatically receive food assistance? | * No, the member shall pass the identification and endorsement in the same way as all the other community members. |
| * How to become a DCPC/ACPC/ VCPC member? | * DCPC/ACPC/ VCPC member shall be elected by consensus by community members using an agreed upon criteria. |
| * What could be the challenges to DCPC/ACPC/ VCPC member? | * Influence by Village Head or Group Village Head and people close to them, causing interfering and pressure to register households who are not eligible for assistance or who are better off in compare with some others, thus excluded from the assistance. |
| * How can DCPC/ACPC/ VCPC member overcome such challenges? | * To take care that everything related to targeting and selection is done in public, in front of the community gathering, in presence of GVH/VH just for overseeing the process, with no interfering and influencing the decisions. * To recommend implementing partner NGO field staff and DCPC members to perform verification, if any suspicions arisen in terms of unfair endorsement of households. |

Once the DCPC /ACPC/ VCPC has been formed, they should be trained using Tool 15.

### Tool 15. Training a DCPC, ACPC and VCPC

Where the committees are already in place the training shall pay particular attention to (i) targeting process and criteria, (ii) food assistance transfer [modality: in-kind, cash or vouchers], quantity, quality and distribution timeline, (iii) vulnerability status criteria, (iv) team work of the committee , (v) challenges/biases. The same training module shall be administered both to newly founded committees and previously existing and/or re-established ones as a refresher learning exercise. This is to be done by DoDMA (DRMO), with support from the JEFAP partner.

|  |  |  |
| --- | --- | --- |
| Audience | Training a DCPC/ ACPC/ VCPC | |
| **WHAT TO INFORM THEM TO** | **HOW** |
| DCPC/ ACPC/ VCPC Members | * Modality, quantity, quality and food assistance distribution time line. * Food assistance allocations per village. | * Describe, discuss and recapitulate, pay attention that in case of changed quantity, e.g. cooking oil, they must timely inform the beneficiaries before the distribution. * Announce the number of households that are expected to benefit from the humanitarian assistance in each village and emphasize on the point that the available humanitarian assistance is not adequate for all who feels need it; hence, need for targeting/selection. |
| * All about community-based targeting process and criteria as well as roles of community-level key actors. | * Describe thoroughly all the stages, from community sensitization to final distribution and complaints and feedback both by beneficiaries and non-beneficiaries; * Discuss all unclear issues; * Recapitulate, with active involvement of DCPC/ ACPC/VCPC members. |
| * State of vulnerability in the Area, group of villages and village, and need for targeting/selection. | * Discuss and agree about state of vulnerability in the community; * Discuss and clearly define HH characteristics that the community uses in differing better off HHs from the poor. |
| * Targeting criteria (note: MVAC Assessment food security criteria shall not be mixed up with community-based targeting/selection criteria) | * Describe the targeting criteria and ensure that the participants understand them completely. |
| * Team work of the committee. | * Explain need for team work, give samples from e.g. plowing with one ox/cow… * Discuss need that all the committee members, both individually and collectively shall keep their integrity, fairness and honesty. |
| * Challenges and biases – how to prevent, mitigate and overcome them. | * Explain and discuss how committee members, both individually and as a team can assure that everything related to targeting and selection is done in public, in front of the community gathering, in presence of GVH/VH just for overseeing the process, with no interfering and influencing the decisions. * Discuss what evidence and/or suspicions of unfairness in either identification or endorsement of HHs shall result in recommending implementing partner NGO field staff and DCPC members to perform verification, thus eventually leading to repeated endorsement. |

### Tool 16. Complaints and Feedback Mechanisms

Complaints and feedback mechanisms will be used throughout the response.

**Key information:**

The channels of complaints and feedback mechanisms should become operational early in the registration process, ideally before the sensitization stage at the district level. These channels must remain continuously operational during the entire period of JEFAP implementation, until the monitoring of the last distribution.

The JEFAP partners need to intensify community sensitizations using multiple channels for community members to fully aware of the existing CFMs and how to use them. Lack of knowledge among communities can be a big barrier that can impede them from using the CFMs.

* Beneficiaries can issue a complaint about a number of aspects (the following list is not exhaustive):
  + Delays in distribution (versus planned/communicated to the community members).
  + Quantity of the food/cash/voucher assistance distributed (versus information communicated prior to distribution).
  + Quality of the food/cash/voucher assistance distributed (versus food quality standards, not applicable for cash transfer modality).
  + Inappropriate organization of Final Distribution Point-FDP during distributions (timing, sequencing, partiality, queuing, security, etc).
  + Distance from FDP to home village (long walking distance, e.g. more than 5 km).
  + Problems in redeeming/cashing the cash transfers (e.g. mobile money).
  + Problems in terms of value of the transfer (cash modality), because, e.g. inflated prices of basic food commodities at local markets (trading centres)
  + Abusive or exploitative behavior by implementing partner staff, government staff, CPC members, traditional leaders or anyone in a position of perceived power and influence over the distribution process. This behaviour includes demands for sexual favours, a share of the food or cash, or any other demand made in return for being included on the beneficiary list or in return for receiving the full monthly allocation of food/cash.
  + Distribution staff behavior
  + Forced sharing sanctioned by local leaders or any other community leaders
  + Inclusion and exclusion errors
  + Local leaders or committee members demanding a share from beneficiaries
  + Sexual exploitation and abuse by humanitarian workers, local leaders and volunteers
* Non-beneficiaries can complain on any aspect including targeting and selection processes (the following list is not exhaustive):
  + Complaining that they are not informed at all about food assistance programme.
  + Complaining that their village is not targeted at all.
  + Complaining that they are unfairly excluded from receiving food assistance (in-kind food, cash or vouchers), and want to be included, for the reasons of:

influence by local chief (village or group village head) and biases in terms of selection of beneficiary households;

influence by ACPC and/or VCPC members and biases in terms of selection of beneficiary households;

influence by certain members of endorsement groups, and biases made in that way;

verification was not done in a proper manner;

their name was endorsed, but not registered in the Registration Form;

* Beneficiaries and non-beneficiaries may raise complaints which cannot be taken on by the implementing partner as they are outside the scope of the partners’ work and responsibility. However, such issues may be useful as feedback. A referral process should be in place for any sensitive issues. E.g. child protection, GBV or criminal activities. Some examples of common complaints that cannot be addressed directly through the CFM:

ADMARC is not selling any maize, or is selling but only to traders *(this should be captured for reflection during the PDM analysis);*

Prices of food in the market are too high *(this should be captured for reflection during the PDM analysis)*;

Issues of theft within the community *(the complainant should be referred to the community policing forum or local leadership);*

Allegations of malpractice against another NGO, government body or organisation that has nothing to do with the response *(the complainant should be referred to a manager in that agency, government department etc.);*

Complaint that someone has been sexually assaulted or abused in the community (but this is not a member of the implementing partner staff, community committees involved in the response or third party contracted to work on the response) *(the complainant should be referred immediately to the Child Protection Officer, DSWO, VSU or One Stop Centre).*

A variety of complaints and feedback mechanisms must be deployed; it is recommended that at multiple CFMs be deployed to address the different needs of women, men, are chosen, taking into consideration the barriers (e.g. literacy, privacy etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| Mechanism | Description | Strengths | Weaknesses |
| Toll-free phone | Toll free telephone number for receiving, registering and proceeding complaint. Number should be written on the ration card, suggestion box, at local school and religious sites, and written on banners displayed openly at a distribution site | Confidentiality, reliability and accuracy, if operated by an independent agent, 7 days a week. | Some locations might have poor network coverage. Some vulnerable community members may not have access to phone handset. |
| Suggestion Box | Particular mail-like box, clearly marked, protected from rain, appropriately placed in community areas, locked, regularly discharged by authorized persons only (e.g. JEFAP partner/ complaints committee.). Pen and paper is placed next to the suggestion box. | Confidentiality if placement is well managed, reliability, accuracy, if placed properly (centrally in terms of GV, but place must not be too busy). | Illiterate persons excluded, if assistance by confident literate persons is not organized in a systematic way; mistargeted if positioned at too busy spot, people afraid to be seen dropping complaint paper in the box. Risks delays in responding, depending on how often they are opened. Risks not being confidential if opened by a committee.  Complainants do not get immediate feedback. At times difficult to follow up on the complaints if the complainants do not write details that can help in investigations |
| Help Desk | Clearly marked desk situated at the FDP to provide immediate assistance in person to those at the FDP, and to give them an opportunity to say their complaints, operated by JEFAP partner or members from the complaints committee | Effective and efficient for simple issues, to get immediate feedback or resolve technical issues (ie. lost ration card, lost sim card) | Confidentiality can be compromised, several people can approach the desk at the same time; related to FDP only, not appropriate to for targeting and post-distribution complaints. |
| Face to Face in the field | Direct complaints to implementing partner staff, by approaching them during distribution events, during PDM processes, in the margins of verification events etc. | Confidential and allows for raising of sensitive issues. Effective and efficient for simple issues, to get immediate feedback or resolve technical issues (ie. lost ration card, lost sim card). | Implementing partner need to be clearly visible and available in sufficient numbers of both sexes for people to be able to approach them. |
| Office Walk-in | Direct complaints to implementing partner staff, by approaching its office. | Confidential and allows for raising of sensitive issues. Effective and efficient for simple issues, to get immediate feedback; confidentiality, reliability, and accuracy. | My have cost implications due to distance from villages to the nearest town/district centre; working hours and availability of staff. |
| Community feedback meetings | Community meetings organized sometime after distributions to get feedback and complaints from communities and provides responses to clarify actions being taken by the JEFAP partners. | Give space to community members to raise issues directly to the JEFAP partners. Also provides opportunities to JEFAP partners to provide responses to communities. If well managed, help to build mutual trust. | Need skilled facilitators to ensure that some participants do not dominate and monopolize discussions. May need additional time and finances for the JEFAP partner to travel ack to communities. |
| Complaints Committee | An independent committee democratically chosen to handle complaints at the FDP. The committee is not directly involved in managing actual distributions to avoid conflict of interest | The committee is community based hence readily available to handle complaints right there within the community. | Needs to be properly oriented if it has to effectively execute its role. |

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| Step I: Processes complaints and feedback mechanisms | | Done? |
| Preparations | | |
| I1. | JEFAP partner to be aware of which CFMs are being used in the district, and introduce CFMs at the very onset of the response during initial sensitization and targeting process-during project entry meetings at district and community level |  |
| I2. | JEFAP partner to ensure multiple CFM channels are presented to address the different needs of women, men, boys and girls with varying social and economic characteristics-age, literacy, gender, economic wellbeing, disability.   * One or two types of CFMs cannot suit the needs of all sections of the affected people. * CFMs must go beyond the Final Distribution Points (FDPs) and that they are accessible to all sections of communities including non-beneficiaries and others that do not come to the FDPs |  |
| I3. | JEFAP partner and organizations implementing the response need to devise clear strategies for responding back to communities.   * Responses need to be regular/timely * JEFAP partners must organize monthly feedback meetings with communities targeting a manageable percentage of FDPs (3-10%) each month to clarify to communities actions that are being taken to address non-sensitive complaints received. |  |
| I4. | Establish guidance so that there are clear timelines for resolving different categories/types of complaints. When all complaints take too long to resolve, communities are discouraged and stop providing feedback. All simple complaints that do not need wider consolations must be resolved and responded to within 5 working days. On the other hand, all complicated complaints that need wider consultations need to be responded to within 14 working days even if they are still pending for final resolution. |  |
| I5 | The JEFAP partner should ensure that the DCPC/District Protection Cluster are organized and able to participate in the CFMs. Once a month or as need dictates, the DCPC with members from the District Protection Cluster should go to the communities to hear their feedback. |  |
| Deploying CFMS | | |
| I6. | JEFAP partner to ensure that communities are consulted to input into design of the CFMs.   * According to IASC Taskforce Guidelines, CFMs become more effective if communities fully participate during all stages of programming. * Communities need to be asked to give their inputs on how best to manage the CFMs. Agencies implementing humanitarian responses then can adjust/finetune the CFMs to suit the needs of communities |  |
| I7. | VCPC to identify members to be trained to be part of a ‘complaints committee’, as one of the CFMs being deployed. These members should not be part of the VPCP. The composition of the complaints committee should have a gender balance, should also have representation from all geographical locations of the community.  The JEFAP partner should train/ orient the complaints committee, noting the following:   1. An overview of the humanitarian response, objectives, donors, partners, key interventions, duration, targets, locations, entitlements (the key messages in tool X can be used for this) 2. Sexual exploitation and abuse 3. How to receive complaints 4. Maintaining confidentiality 5. Resolving simple questions 6. Engaging JEFAP partner when needed   Providing immediate feedback to those utilizing the CFMs, noting that the complaints committee is only one of the CFMs, and if they feel more comfortable using other CFMs to register their complaints, they should. |  |
| I8. | JEFAP partner to intensify community sensitizations (on-going) to ensure that communities have full information about the programme, the existing CFMs and how to use them. This includes:   * Basic information about the implementing organization * Information about the project, goals, objectives, donors, partners, key interventions, duration, targets, locations, entitlements * Information about the CFMs, types, how to use them |  |
| Collecting and communicating the complaints and feedback | | |
| I9. | The complaints can be collected depending on the mechanism. JEFAP partner should ensure neutrality of structures charged with responsibility to handle complaints.   * Agencies implementing humanitarian response need to designate a specific focal person to receive and process complaints. The person needs to be neutral, should not be directly involved in day to day distribution of emergency food assistance. * Details of the focal person and his/her contacts need to be disseminated to communities from the onset of responses. Likewise, there should be segregation of responsibilities among committees. * The complaints committee should be comprised of members who are not part of the VCPC or the food management committee. |  |
| I10. | After being collected, the JEFAP partner should sort out all the complaints in the form (see Tool 17), from all the CFMs and register them in the Book of Complaints (either in form of hard copy or electronically generated one) to be kept with the JEFAP partner. At the end of each month, they should also send the monthly CFM report to the implementing organization providing oversight. |  |
| I11. | As part of the monthly DCPC/ DEC meeting, the JEFAP partner should update on the CFMs and the stakeholders should discuss critical issues emerging from CFMs, and protection issues emerging from communities, and take necessary actions. This needs to be done while ensuring confidentiality and safety of complainants and other community members. |  |
| Responding to complaints | |  |
| I12. | The complaints can be addressed in different ways depending on the mechanism. |  |
| I13. | In case of complaints on unfair exclusion through any CFM, the JEFAP partner and complaints committee will need to evaluate the needs of the complaining household compared to the needs of those households that have already been selected. If the case is judged to be valid, the committee with the JEFAP partner will try to include the household on the beneficiary list for the next distribution. This may require deregistration of an existing beneficiary household when they are found to be ineligible.  If this takes place, this should be documented using Tool 17. It is important, where possible, for the replacement of an ineligible beneficiary to be found from the same village. |  |
| I14. | Using the complaints book, the JEFAP partner should also organize monthly community feedback meetings, with the complaints committee and district stakeholders for support, to respond to communities clarifying the actions that are being taken to address the complaints. It is important here that confidentiality of all those involved (those complaining and those accused) is kept. |  |
| I15. | Another feedback platform is during the pre-distribution meetings. Before the JEFAP partner commences distribution there should be a brief session providing feedback or responses to the community members. This should include generic feedback (e.g. responding to the information gaps that have been highlighted by the community etc.). The JEFAP partner should also announce that people who have outstanding specific issues can receive direct feedback from staff. |  |

### Tool 17: CFM report

The Complaints Book should include the following information (based on the following format). This should also be sent monthly (the dates are to be determined by the implementing organization providing oversight).

District:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Month | Category/Type of the complaint\* | Mechanism for complain | Date received | Short description of the complaint | Action taken/ feedback provided | Date of action/ feedback | Status of complaint (explain whether it is complete/closed or is still pending |
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\*Category/ Type of the complaint include:

* Request for information
* Request for assistance
* Issues of dissatisfaction
* Violence and abuse committed by community leaders/members
* Breach of the code of conduct/ PSEA
* Expression of appreciation

### Tool 18: Form for deregistering and registering beneficiaries

**For deregistering:**

If a household is found to be ineligible, and they are need to be deregistered from receiving humanitarian food assistance, the JEFAP partner should record the following information, providing monthly updates to the implementing organization providing oversight.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month | District | FDP/  CDP | Ration card/ ID | Name | Date of deregistering | Reasons for deregistering | Witness 1 | Date | Witness 2 | Date |
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**For registering:**

If households have been identified for being registered for humanitarian food assistance, the JEFAP partner should record the following information, providing monthly updates to the implementing organization providing oversight. However, the beneficiary should also be registered using the official form (tool 8).

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month | District | FDP/  CDP | Ration card/ ID | Name | Date of registering | Reasons for registering | Witness 1 | Date | Witness 2 | Date |
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### Tool 19: Publication declaration of accountability

**NDONDOMEKO ZOTSATIDWA NDI A KOMITI NDI MAFUMU OMWE AKUTHANDIZIRA POYENDETSA THANDIZO LA CHAKUDYA**

IFE ATSOGOLERI MAFUMU KOMANSO A KOMITI YA CHITUKUKO CHA MMUDZI OCHOKERA KWA TA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BOMA LA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FDP/CENTER YA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TAGWIRIZANA NDIPO TIKULONJEZA KUTSATIRA MFUNDO IZI PA KAYENDETSEDWE KA NTCHITO YA THANDIZO LA CHAKUDYA

IFE TIKULONJEZA KWA ANTHU ONSE A MDERA LATHU LERO PA TSIKU LA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MWEZI WA\_\_\_\_\_\_\_\_\_\_\_\_\_CHAKA CHA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PANO PA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_KUTI:

1. TITSATIRA NDONDOMEKO ZA UTSOGOLERI WABWINO OCHITA ZINTHU POYELA KAPENA PA MBALAMBANDA MOKOMELA ANTHU OMWE TIKUWATUMIKILA
2. TITSATIRA NDONDOMEKO ZONSE ZOMWE A BOMA NDI A MABUNGWE ADAKHADZIKITSA ZA KASANKHIDWE KA ANTHU OVUTIKISITSA OMWE AKUYENELA KULANDIRA THANDIZO LA CHAKUDYA
3. SITIDZACHITA ZACHINYENGO ZA MUTUNDU WINA ULIONSE POMWE TIKUTHANDIZILA KUYENDETSA NTCHITO YA CHAKUDYA
4. SITIDZAUMILIZA ANTHU OVUTIKISITSA KUTI APEREKE NDALAMA NDICHOLINGA CHOTI MAINA AWO ALEMBEDWE
5. SITIDZAUMILIZA ANTHU OVUTIKISITSA KUTI APEREKE KWA IFE GAWO LA CHAKUDYA CHOMWE ALANDIRA KAPENA NDALAMA ZOGULIRA CHAKUDYA ZOMWE ALANDIRA
6. SITIDZAUMILIZA ANTHU OVUTIKISITSA OMWE ALANDIRA CHAKUDYA KAPENA NDALAMA KUTI AGAWANE NDI ANTHU ENA KU MUDZI
7. SITIDZASINTHANITSA THANDIZO LA CHAKUDYA NDI MPHATSO ZA MTUNDU WINA ULIONSE
8. SITIDZASALA ANTHU OMWE AKULANDIRA THANDIZO LA CHAKUDYA MWAMTUNDU WINA ULIONSE
9. SITIDZACHITA MCHITIDWE OPALANA UBWENZI NDI ANTHU OVUTIKISITSA OMWE AKHUDZIDWA NDI VUTO LA NJALA
10. SITIDZAUMILIZA AMAI KAPENA ATSIKANA KUTI TIGONANE NAWO POFUNA KUTI ALANDIRE THANDIZO LA CHAKUDYA KAPENA NDALAMA
11. SITIDZALOLA MCHITIDWE OGONANA NDI ANA KAPENA ATSIKANA OMWE SANAKWANITSE DZAKA 18 ZA KUBADWA. WINA ALIYENSE OPEZEKA AKUCHITA ZOTELEZI TIDZAMUENENEZA KU POLICE KAPENA KU DISTRICT SOCIAL WELFARE OFFICE
12. TIDZAONESETSA KUTI THANDIZO LA CHAKUDYA LISABWERETSE ZIPYSINJO ZINA ZOONJEZERA KWA ANTHU OVUTIKISITSA OMWE AKULANDIRA THANDIZO LA CHAKUDYA
13. TIKHALA MASO A DELA LATHU POFUNA KUONESETSA KUTI NTCHITO YA THANDIZO LA CHAKUDYA IYENDE MOYENELERA POTSATIRA NDONDOMEKO YOMWE IDAKHADZIKITSIDWA

NGATI MWAONA KUTI MAFUMU KAPENA A KOMITI AKUCHITA ZOTSUTSANA NDI ZOMWE TALONJEZA KAPENA ZINA ZIRIZONSE ZOSALOLEDWA, DZIWITSANI A TRADITIONAL AUTHORITY (TA) KAPENA OFFICE YA DC, A BUNGWE LOGAWA ZAKUDYA KAPENANSO POLICE YOMWE MULI NAYO PAFUPI. MUNGATHENSO KUIMBA LAMYA MWAULELE PA 116, KAPENA 6600, KAPENA 5600.

DZINA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_UDINDO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KUSAINILA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MMALO MWA MAFUMU)

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KUSAINILA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MMALO MWA KOMITI)

DZINA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KUSAINILA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MMALO MWA OLANDIRA THANDIZO)

### Tool 20: Gender and Protection Messages for Humanitarian Response

1. AVOID LEAVING DISTRIBUTION CENTRE DURING THE DARK, GO HOME EARLY DURING THE DAY TO AVOID SEXUAL ABUSE!
2. DON’T WALK ALONE TO AND FROM DISTRIBUTION CENTRE, BE IN COMPANY OF TRUSTED FRIENDS TO AVOID SEXUAL ABUSE!
3. THIS FOOD IS FOR FREE!!! DO NOT PAY FOR IT WITH MONEY OR SEX!
4. REPORT ANY INCIDENTS OF SEXUAL ABUSE, FOOD AID IS NOT FOR SEX!
5. SAY NO TO SEXUAL EXPLOITATION, PLEASE REPORT ALL PERPETRATORS OF THIS EVIL ACT!
6. *KODI MWAGWILIRIDWA? thamangirani ku chipatala pasanathe masiku atatu kuti mupewe HIV ndi matenda opatsirana pogonana!*
7. CHITHANDIZO MCHAULERE, KANANI KUGONEDWA MOKAKAMIZA!
8. YENDANI NDI AMZANU POPITA NDI POCHOKA KOLANDILIRA CHAKUDYA KUTI MUPEWE KUGWILIRIDWA!
9. POCHOKA KOLANDIRA CHAKUDYA, MUSAYENDE USIKU KUTI MUPEWE KUGWILIRIDWA
10. ANENEZENI MWAMSANGA ONSE OWGILIRA AMAI NDI ATSIKANA!
11. ***KANENENI MSANGA KWA ATSOGOLERI A PA KAMPU*** *ngati wina wagwiliridwa!*
12. ***KUGWILIRA NDI MULANDU WAUKULU!*** *Ochita izi adzamangidwa.*
13. **ABAMBO LEKANI** MCHITIDWE WOGWILIRA AMAI NDI ATSIKANA
14. Amai ndi asungwana, **MUSALORE KUGULITSA THUPI LANU NDI CHITHANDIZO**
15. Landirani thandizo mwaulere, **Ndi Ufulu wanu kuthandizidwa**
16. **Anyamata ndi Asungwana!** Dzitetezeni kumatenda opatsirana pogonana pogwiritsa ntchito kondomu moyenelera
17. Ndiufulu wanu Kulandira chithandizo, **MUSAOPSYEZEDWE**
18. **LEMEKEZANI** Ufulu wa Amai ndi ana. Apatseni thandizo moyenerera
19. Osakwatiwitsa asungwana asanafike zaka 18 - **MUDZALANGIDWA.**
20. **Atetezeni ana onse kwa anthu ofuna kuwazembetsa**

### Tool 21: Calculating GVH and village numbers

*In order to distribute the MVAC allocation across GVHs and village, and mathematical formula will be used. There is a corresponding excel sheet to make this easy, but in case you cannot find it you can use the information below to create one. For a village, you use the information below, but put village instead of GVH, and GVH caseload instead of TA.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | **F** | **G** | H | I | J |
| 1 |  |  |  |  |  | **MVAC caseload (TA)** | **800** |  |  |  |
| 2 |  | **HHs** |  | **MVAC per GVH** |  |  |  |  |  |  |
| **3** | **GVH 1** | **110** | **9%** | **76** |  |  |  |  |  |  |
| **4** | **GVH 2** | **200** | **17%** | **138** |  |  |  |  |  |  |
| **5** | **GVH 3** | **150** | **13%** | **103** |  |  |  |  |  |  |
| **6** | **GVH 4** | **80** | **7%** | **55** |  |  |  |  |  |  |
| **7** | **GVH 5** | **40** | **3%** | **28** |  |  |  |  |  |  |
| **8** | **GVH 6** | **200** | **17%** | **138** |  |  |  |  |  |  |
| **9** | **GVH 7** | **110** | **9%** | **76** |  |  |  |  |  |  |
| **10** | **GVH 8** | **180** | **16%** | **124** |  |  |  |  |  |  |
| **11** | **GVH 9** | **90** | **8%** | **62** |  |  |  |  |  |  |
| 12 |  | **1160** |  | **800** |  |  |  |  |  |  |
| **13** | **Step 1:** | **List each GVH (column A)** | | |  |  |  |  |  |  |
| **14** | **Step 2:** | **Input the total of HHs in each MVAC affected GVH (in the example: B3)** | | | | | |  |  |  | |
| 15 |  | **(The total of all these HHs is the total of number of HH in MVAC affected GVHs in the TA , e.g. B12)** | | | | | | |  |  | |
| **16** | **Step 3:** | **Calculate the representation of each GVH against the total number of HHs in MVAC affected GVHs (in the example: B3 / B12 \*100)** | | | | | | | | | |
| **17** | **Step 4:** | **Take your MVAC caseload (G1) and multiply by the percentage share (in column C);** | | | | | | |  |  | |
| **18** | **Step 5;** | **Column D gives you the MVAC caseload per GVH;** | | | | |  |  |  |  | |

1. Slightly abridged from definition by Malawi National Statistical Office [↑](#footnote-ref-1)
2. This is because some community members would be afraid to openly discuss and express their own, personal opinion, fearing of the repercussions that would follow should they be spotted by the chief how contradicting chief’s choice. In addition, the VCPCs already provided their opinions during the previous stage. [↑](#footnote-ref-2)