**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| **TEAM 3 (5 persons)** | **Inclusive action** |
| Name of participants:  -  -  -  -  - | Coach  - Rina  - Christina |

|  |
| --- |
| **Objectives**  **1/ Ensure dignified and safe access for all to the food distribution**  **2/ Organize a referral system to allow management of various supporting activities to the food distribution, such as first aid, psychosocial support, referrals for gender-based violence (GBV), child-friendly space, health/hygiene promotion and restoring family links (RFL)** |

Preparatory tasks on Thursday 26 May 2016

* Design a system to welcome people, register individually and identify their specific needs - and refer then to specific activities below based on needs
* Design necessary assessment forms, registration forms and vouchers
* Plan for the following activities:
* Child-friendly space
* First Aid post
* Psychosocial Support (PSP)/referrals for gender-based violence (GBV)
* Health / hygiene promotion post
* Restoring Family Links (RFL) post
* Coordinate with other teams on logistic needs and inclusiveness

Friday morning

From 08.00 to 11.00

* Assessment in the area surrounding the site
* Preparation of beneficiary lists and vouchers and information sheets for the community
* Preparation of the activities / coordination with LOG team / briefing of volunteers and other teams

From 11.00 onwards

* Welcome people arriving at the registration desk
* Register and assess needs, provide vouchers for food distribution
* Based on needs handle specific cases and refer to related activities or services

**CHECKLIST**

|  |  |
| --- | --- |
| * Gender and diversity analysis to inform beneficiary registration and prioritization of community members * Awareness to other teams / behavior * IEC materials / language / visual * Specific health services for women and adolescent girls * Refer to the IFRC Minimum Standards! | * Management of volunteers (briefing / tips) * Information dissemination to the population * Services and referral mechanisms for GBV * Note the composition of your teams |