

## Annex 1: Guidelines for Needs Based Targeting

These guidelines define the methods of needs based targeting applicable to humanitarian agencies providing Food, Shelter, Non-Food Items, Cash and WASH assistance in areas of displacement. All actors and organizations involved in the targeting of relief and food assistance in these areas of displacement should be held accountable and hold each other accountable to meet these standards.

This document stresses the fundamental principles that targeting should involve humanitarian agencies, be based on need alone, and that assistance should prioritize the most vulnerable and the most urgent cases.

### Registration, Targeting, and verification

**Beneficiary identification** starts with a meeting involving Woreda and Kebele representatives, the implementing agency/ NGO, representatives of the affected communities (both IDPs and host communities) and potentially other agencies working in the Woreda. This meeting should take place before listing any potential beneficiaries and well before transporting food/relief and other emergency assistance to the Woreda or Kebeles. The introductory meeting should address three key points in the formation of a registration committee:

1. **Explanation of the purpose of the assistance:** all stakeholders should be clear on who the target group is and why.
2. **Identify and agree on targeted locations** within the Woreda. The meeting should prioritise and select areas for the specific registration of beneficiaries.
3. Lastly, the meeting should **agree on committee members for the actual registration** of beneficiaries and prepare a plan/schedule for registration in in each location.

**Registration:** When the committee is established for registration of beneficiaries, the relevant parties should work as a team, with the assisting agency, to do the registration. This reduces challenges during verification; however, independent verification will be conducted by the implementing partner.

**Verification:** The final verification will be done independently by the implementing agency/ NGO.

If government do not allow the above-mentioned steps, the responding agency should halt the response and advise the relevant cluster coordinator, OCHA, their country offices and the donor for review and resolution.

Prior to distribution, a **risk analysis** should be conducted to ensure that people are not placed in greater risk of harm with the assistance being provided. Affected communities should be involved in identifying their own protection risks.