MODULE 11
General food distribution

PART 4: TRAINING RESOURCE LIST

The training resource list is the fourth of four parts contained in this module. It provides a comprehensive list of reference material relevant to this module including guidelines, training courses and reference manuals. Part 4 provides background documents for trainers who are preparing training material.

What can you expect to find here?

1. An inventory of existing **guidelines** and **manuals** listed alphabetically by agency name with details about their availability.

2. An inventory of some of the most useful research and publications pertinent to the module topic.

3. A list of known **training resources** listed alphabetically by agency name with details about:

   • Overall content

   • Intended use

   • Target audience

   • Length of time the course session has been designed for

Guidelines and manuals

1. **FAO (2005). Protecting and promoting good nutrition in crisis and recovery. Rome: FAO.**
   Guidelines designed to further the development of a more strategic focus that strengthens programme planners' capacity to protect and promote good nutrition in crisis situations.
   Availability: Printed and pdf version in English
   Contact: http://www.fao.org/

2. **HELP AGE and UNHCR (2007). Older People in Disasters and Humanitarian Crises: Guidelines for best practice. London: Helpage.**
   Guidelines for best practice to meet the special needs of older people in emergencies.
   Availability: Printed and pdf version in English
   Contact: www.helpage.org/

3. **IASC (2003). Guidelines for HIV/AIDS Interventions in Emergency Settings. Geneva: IASC.**
   Guidelines to help individuals and organizations to address the special needs of HIV and HIV-affected people living in emergency situations.
   Availability: Printed and pdf version in English
   Contact: http://www.unaids.org

4. **ICRC and International Federation of Red Cross and Red Crescent Societies (2007). Guidelines for cash transfer programming. Geneva: ICRC and IFRC**
   Guidelines on how to use cash and vouchers in multi-sectoral integrated programming, planning and disaster response. Provide practical step by step support to the design and implementation of cash programmes.
   Availability: Printed and pdf version in English
   Contact: www.icrc.org www.ifrc.org

5. **ICRC (2008). Nutrition Manual for Humanitarian Action (Manuel de nutrition pour l'intervention humanitaire). Geneva: ICRC.**
    Manual with a comprehensive description of nutrition in emergencies for ICRC staff.
    Availability: Printed and pdf version in English and French
    Contact: www.icrc.org

6. **Médecins Sans Frontières (1995). Nutrition Guidelines. MSF.**
    Guidelines to facilitate the application of fundamental concepts and principles necessary for the assessment of nutritional problems and the implementation of nutritional programmes in emergency situations. The guidelines are aimed at fieldworkers and are presented in three parts.
    Available: Printed format in English, French and Spanish
    Contact: www.msf.org

7. **The Sphere Project (2011). Humanitarian Charter and Minimum Standards in Humanitarian Response. Geneva: The Sphere Project.**
    The new edition of the Sphere Handbook takes into account recent developments in humanitarian practice in water and sanitation, food, shelter and health, together with feedback from practitioners in the field, research institutes and cross-cutting experts in protection, gender, children, older people, disabled people, HIV/AIDS and the environment. It is the product of an extensive collaborative effort that reflects the collective will and shared experience of the humanitarian community, and its determination to improve on current knowledge in humanitarian assistance programmes.
    Availability: Will be available in English, French, Spanish, Arabic in hard copy; CD-ROM and electronically via the sphere website (below)
    Contact: www.sphereproject.org

8. **UNHCR, UNICEF, WFP&WHO (2003). Food and Nutrition in Emergencies. Geneva: United Nations.**
    This manual aims to strengthen the understanding of managers and practitioners to ensure the food and nutrition needs of affected populations are addressed appropriately.
    Availability: Printed version and pdf downloadable from website in English
    Contact: www.who.int/

9. **UNHCR (2003). Handbook for Registration. Geneva: United Nations.**
    Guidelines on registration, documentation and population data management in various operational contexts. It defines new standards and processes for registration.
    For managers and practitioners involved in registration in a camp setting
    Availability: Printed version and pdf downloadable from website in English
    Contact: http://www.unhcr.org

10. **UNHCR (2007). Handbook for Emergencies, 3rd ed. Geneva: United Nations.**
    A reference tool which serves to reinforce a common understanding among the main key actors in emergency situations.
    Availability: Printed version and pdf downloadable from website in English
    Contact: http://www.unhcr.org

11. **UNHCR (1997). Commodity Distribution: A practical guide for field staff. Geneva: United Nations.**
    This guide outlines procedures to assist UNHCR field staff and operational partners in the design and implementation of systems for commodity distribution, needs assessment, the planning of rations and the management of the logistics chain.
    Availability: Printed version and pdf downloadable from website in English
    Contact: http://www.unhcr.org

12. **UNHCR&WFP (2004). Integration of HIV/AIDS activities with food and nutrition support in refugee settings: Specific programme strategies. Geneva: United Nations.**
Provides practical guidance on the integration of food and nutrition programmes with support activities for people with HIV/AIDS among refugees and host populations. While the guidelines focus mainly on refugees, internally displaced populations and asylum-seekers, they are also applicable to host communities and other emergency-affected populations.
Availability: Printed version and pdf downloadable from website in English
Contact: http://www.unhcr.org

13. **WFP (2009). Cash and Vouchers Manual. Rome: WFP.**
This manual defines processes, procedures, safeguards and standards to guide the application of cash and vouchers in WFP.
Availability: pdf downloadable from website in English
Contact: www.wfp.org

14. **WFP (2008). Food Assistance in the Context of HIV: Ration Design Guide. Rome: WFP.**
This guide has been prepared primarily for WFP programme officers in the field who are responsible for designing rations for HIV programmes. The guide will also be helpful to other agencies, including WFP co-operating partners, to help them understand the rationale behind different WFP rations and to strengthen partnership.
Availability: pdf downloadable from website in English
Contact: www.wfp.org

15. **WFP (2005). Food and Nutrition Handbook. Rome: WFP.**
Manual designed to enable staff to assess and analyze the nutrition situation in their country or region. It aims to help manage the design, implementation, monitoring and evaluation of interventions. It is designed as a stand-alone document, but can be used with the WFP basic training course Nutrition in Emergencies. The manual provides a comprehensive overview for planning, implementing and monitoring a food distribution.
Contact: www.wfp.org

16. **WFP (2002). Emergency Field Operations Pocketbook. Rome: WFP**
A quick-reference resource for all WFP staff engaged in the provision of humanitarian assistance in the field. The Pocketbook provides a brief aide-mémoire on relevant WFP policies, guidelines and procedures; check-lists and data that may be useful for assessment, planning, monitoring and problem-solving field visits; cross-references to more detailed guidance.
Availability: In English
Contact: www.wfp.org

17. **WFP (2006). Food Distribution Guidelines. Rome: WFP.**
Guiding principles of food distributions including general food distribution, food-for-work and vulnerable feeding
Availability: Printed version and pdf downloadable from website in English
Contact: www.wfp.org

18. **WFP&UNHCR. Nutval. Rome: WFP.**
Nutval is a spreadsheet application developed through WFP, UNHCR, University College London and the IASC Global Nutrition Cluster for planning, calculation and monitoring of nutritional value of general food rations. Nutval aims to ensure a nutritionally adequate ration to minimize public health problems such as micronutrient deficiencies.
Availability: download Excel spread sheet in English
Contact: www.nutval.net

19. **WFP /UNHCR (1997). Guidelines for estimating: Food and nutritional needs in emergencies. Rome: WFP.**
These guidelines describe the rationale for increasing the ration from 1900 kcals to 2100 kcals and describes the factors to consider when planning a ration.
Availability: Printed version and pdf downloadable from website in English
Contact: www.wfp.org

20. **WHO, UNHCR, IFRC&WFP (2000). The management of nutrition in major emergencies. Geneva: United Nations.**
    This manual aims to assist those involved in the management of major emergencies with a nutritional component. A practical guide to measures needed to ensure that the food and nutrition needs of disaster-stricken populations are adequately met.
    Availability: Printed version
    Contact: http://www.who.int/

21. **WHO&FAO (2002). Living well with HIV/AIDS: A manual on nutritional care and support for people living with HIV/AIDS. Geneva: United Nations.**
    This manual provides practical recommendations for a healthy and balanced diet for PLWHA in countries with a low resource base.
    Availability: Printed version and pdf downloadable from website in English
    Contact: http://www.fao.org/

22. **WHO, WFP&UNICEF (2006). Preventing and controlling micronutrient deficiencies in populations affected by an emergency: Multiple vitamin and mineral supplements for pregnant and lactating women and for children aged 6 to 59 months. Geneva: United Nations.**
    This is a joint statement and provides practical suggestions to minimize the risk of MDD.
    Availability: Printed version and pdf downloadable from website in English
    Contact: http://www.who.int/

23. **World Vision International (WVI) (2008). Food Resource Manual: 2nd Edition. USA: WVI**
    The core purpose of this manual is to equip those involved in the delivery and distribution of food to better serve the poor, improve management and accounting for the food aid resources, and to show good stewardship of the food aid resources entrusted to World Vision.
    Availability: Printed version and pdf downloadable from website in English, French and Spanish
    Contact: http://www.wvifood.org/

Relevant Publications

1. **ENN and SCUK (2004). Targeting Food aid in emergencies. ENN special supplement. Oxford: ENN.**
   Technical paper that provides guidance on the design of food targeting systems in emergencies including rapid and slow onset emergencies and responses aimed at emergency preparedness, in acute and protracted settings.
   Availability: Downloadable pdf format in English
   Contact: http://www.ennonline.net/

2. **ENN (2007). Review of the published literature of the impact and cost-effectiveness of six nutrition related interventions. Oxford: ENN**
   Review of the published evidence for the impact and cost-effectiveness of six key humanitarian interventions commonly implemented in emergencies – including general ration distribution. The review identifies gaps in the literature and suggests methodologies for filling these gaps.
   Availability: Downloadable pdf format in English
   Contact: http://www.ennonline.net/

3. **ENN&Oxfam (2007). From food crisis to fair trade; livelihood analysis, protection and support in emergencies. Oxford: ENN.**
   Technical paper that collates and analyses recent experiences of livelihoods programming in emergencies. Chapter 4 examines situations where food aid is not necessarily the right response to address food insecurity or impact of disasters on livelihoods.
   Availability: Downloadable pdf format in English
   Contact: http://www.ennonline.net/

4. **FANTA (2002). Use of Compact Foods in Emergencies: Technical Note 3. Washington DC: FANTA.**
   Provides a brief overview of the growth of compact foods in emergencies and seeks to highlight the key issues and considerations on the use of compact foods and to identify gaps. The focus of this note is on compact foods used for the whole population in the initial stages of an emergency.
   Availability: Downloadable pdf format in English
   Contact: http://www.fantaproject.org/

5. **HELP AGE&African Regional Development Centre (2001). Addressing the Nutritional needs of Older People in Emergency Situations in Africa: Ideas for Action. London: Helpage.**
   Technical paper that brings together key issues affecting the nutrition of older people in emergencies and suggests ways in which the rights and needs of older people can be more effectively addressed.
   Availability: Printed and pdf version in English
   Contact: http://www.helpage.org/

6. **Jaspars, S. (2000). Solidarity and Soup Kitchens: A review of principles and practice for food distribution in conflict. HPG Report 7. London: ODI.**
   Technical paper of current principles and practice for food distribution in conflict. The objective of the report is to assist humanitarian agencies develop a more principled approach to food distribution.
   Availability: Printed and pdf version in English
   Contact: http://www.odi.org.uk/

7. **ODI Humanitarian Policy Group (2010). Food aid and food assistance in emergency and transitional contexts: A Review of current thinking. London: ODI.**
   This report presents the findings of a review of changes in food aid and food assistance policies and strategies within the international aid system, discusses the shift from food aid to food assistance by key donors, UN agencies and NGOs, details changes in the context in which food assistance is provided and reviews changes in the international architecture and the delivery of food assistance.
   Availability: Printed and pdf version in English
   Contact: www.odi.org.uk/work/programmes/humanitarian-policy-group/

8. **ODI Relief and Rehabilitation Network (1995). General Food Distribution in Emergencies: from Nutrition Needs to Political Priorities: Good Practice Review 3.**
   This review is chiefly concerned with assessing the need for food assistance, targeting, planning and determining food rations, and the management and organization of the delivery of general food rations.
   Availability: Pdf version in English
   Contact: http://www.alnap.org/

9. **ODI Core Team (1996). The international response to conflict and genocide: lessons from the Rwandan experience, Study 3, Humanitarian Aid and Effects. Journal of Humanitarian Assistance.**
   Of particular relevance:
   Chapter 5 reviews the food distribution systems and draws out important lessons learned and recommendations.
   Availability: Printed and pdf version in English
   Contact: http://www.reliefweb.int/

10. **WFP (2006) Targeting in Emergencies. Rome: WFP**
    Policy document that reviews the definitions of targeting and WFP policies related to targeting in emergencies discusses the process of targeting and targeting errors and offers recommendations for good targeting practice.
    Availability: pdf downloadable from website in English
    Contact: http://www.wfp.org/

11. **WFP (2010) Revolution: From Food Aid to Food Assistance. Rome: WFP.**
    This paper documents a compilation of state-of-the-art food assistance innovations by WFP. It lays out both new tools and traditional responses that provide life-saving relief, improve nutrition, enhance human capital and strengthen food markets, while supporting country-led food security strategies.
    Availability: pdf downloadable from website in English
    Contact: http://www.wfp.org/

12. **WFP (2010) Nutrition Improvement Approach. Rome: WFP.**
The Nutrition Improvement Approach was built on the 2004 WFP Nutrition Policy Papers and 2008-2013 Strategic Plan to help WFP offices translate policy into reality.
Availability: pdf downloadable from website in English
Contact: http://www.wfp.org/

13. **WFP (2007). Enhanced commitments to women to ensure food security. Rome: WFP.**
This is a comprehensive study based on research in 48 countries showing how WFP has implemented its 2003-2007 gender policy. For managers planning a food aid intervention targeting women
Availability: Printed version and pdf downloadable from website in English
Contact: http://www.wfp.org/

14. **WFP/IFPRI (2005). Assessing the effectiveness of community based targeting of emergency food aid in Bangladesh, Ethiopia and Malawi. Rome: WFP.**
Provides an overview of effectiveness of three community-based targeting food distribution systems.
For managers planning community-based targeting systems
Availability: Printed version and pdf downloadable from website in English
Contact: http://www.wfp.org/

15. **WFP/IFPRI (2004). Rethinking food aid to fight AIDS. Rome: WFP.**
This document reviews food aid strategies using an HIV/AIDS lens in order to reduce the risk and mitigate the impact of the pandemic. For managers planning an intervention to assist HIV/AIDS affected people
Availability: Printed version and pdf downloadable from website in English
Contact: http://www.wfp.org/

Training courses

1. **FANTA (2004). A Training Manual. Washington: FANTA.**
A three- to five-day course is designed to enable African institutions to integrate nutrition and HIV and AIDS into their training programmes. The manual provides technical content, presentations, handout materials and can be used in conjunction with a set of PowerPoint training modules.
Availability: Printed version and pdf downloadable from website in English
Contact: http://www.fantaproject.org/

2. **FAO (1999). Field programme management: Food, Nutrition and Development. Rome: FAO.**
The one-week training package provides technical information, case studies and exercises to assist fieldworkers in carrying out the daily tasks and aims to improve skills in solving community nutrition problems. Participants learn to assist communities in identifying their problems and planning, implementing and monitoring activities. All of the key elements required to conduct a five-day course are provided in one package. It includes some good examples for field workers involved in establishing community-based targeting food distribution systems.
Availability: Printed version in English.
Contact: http://www.fao.org/

3. **FAO&University of Western Cape (2004). User's training Manual: Improving Nutrition Programmes – An assessment Tool for Action. Rome: FAO**
Training manual developed to enhance the capacity of the assessment team members to conduct nutrition programme assessments, founded on a common understanding of concepts underpinning effective and sustainable community-based nutrition programmes. The manual is divided into six topics, to be taught over three to five days. The package can be adapted to the level of the learners involved and the amount of time available. A field visit is recommended. Each topic consists of key issues, case studies, ideas for discussion related to conducting an assessment, trainer's notes and a set of handouts for the learners. A series of overhead transparencies have also been prepared to assist you. It is based on the lessons learned from them. A technical guide entitled Improving Nutrition Programmes: an Assessment Tool for Action (AT) was developed by FAO (separate reference). The most useful modules would be on participatory monitoring including methods for collecting information and basic analysis and interpretation.
Availability: Printed and pdf version in English
Contact: http://www.fao.org/

4. **NutritionWorks&Feinstein International Famine Center, Tufts University (2007). Sphere Training on Nutrition Module: Contents. Geneva: The Sphere Project.**
   Training modules aiming to improve the technical capacity for humanitarian response in nutrition. For staff with some responsibility for designing or monitoring nutrition-related projects and to ensure an understanding of the scope and content of Standards in the Food Security, Nutrition and Food Aid chapter of the Sphere handbook, the key indicators and the scientific/practical rationale behind these. The training modules include a lesson plan, handouts and visual materials for each of the eight sessions. The general nutrition support session assumes a working knowledge of the Sphere handbook. A case study, based on South Sudan in 1988, synthesizes information given in both the health and nutrition sections, and can be used over an additional half day to consolidate the learning. This course is designed to build technical capacity in mid-level technical specialists.
   Availability: Printed version and pdf downloadable form website in English, French, Spanish and Arabic
   Contact: http://www.sphereproject.org/

5. **UNHCR and ICH (2003). Micronutrient malnutrition-detection, measurement and Intervention – training pack for field staff. Geneva: UNHCR.**
   Training course on micronutrient malnutrition made up of PowerPoint presentations, handouts and photo cards aimed at raising awareness of micronutrient deficiencies. Useful for managers planning food aid rations and must consider the risk of MDD.
   Availability: Printed version and pdf downloadable from website in English
   Contact: http://www.unhcr.org

6. **University of Nairobi, FSAU&FAO (2005). Training Package of Materials for the Course Food and Nutrition Surveillance and Emergency. Rome: FAO.**
   This training course provides an understanding of the nutritional outcomes of emergencies (malnutrition, mortality and morbidity) and also the causes of malnutrition and mortality in emergencies (the process and dynamics of an emergency). The course has an operational focus and incorporates relevant applied research. The course is divided into three parts.
   Availability: Unknown
   Contact: http://www.fsausomali.org/

7. **WFP&Feinstein International Famine Centre (2001). WFP Food and Nutrition Training Toolbox. Rome: WFP.**
   A basic five-day training course on food and nutrition aimed at getting participants to gain a greater understanding of food and nutrition in relation to WFP's work, and will provide opportunities for participants to practise related basic skills. It includes 13 sessions and three guides: Trainer's guide, Workshop Organizer's Guide and Training Materials for Participants. It provides a comprehensive overview of issues surrounding food aid.
   Availability: Cannot be downloaded
   Contact: http://www.wfp.org/

8. **WFP (2000). Gender-sensitive Food Aid programme. Rome: WFP.**
   Training manual for WFP gender trainer.
   Availability: Printed version
   Contact: http://www.wfp.org/

9. **WHO&FAO (2002). Nutritional care and support for people living with HIV/AIDS: A training course. Geneva: United Nations.**
   A training course for caregivers of PLWHA and their families that focuses on practical nutrition care and communication skills
   Availability: Printed version
   Contact: http://www.who.int/