EMERGENCY FOOD SECURITY AND LIVELIHOODS HANDBOOK
INTRODUCTION

Welcome to the Emergency Food Security and Distribution (EFSD) Handbook!

This handbook has been developed to assist you in managing the project cycle – from conducting assessments, to programme development, implementation and monitoring and evaluation. NRC has borrowed tested and easy-to-use tools from other agencies to help you in your work.

Appendix 1 sets the scene for NRC operations. It includes main policy documents (eg core activity policies, gender policy, evaluation policy); key programme documents (eg advocacy toolkit, core activity handbooks); and key administrative documents (eg code of conduct, exit handbook).

Appendix 2 provides tools to carry out food security and livelihood assessments. This includes questionnaires and methods to carry out rapid assessments in various contexts (conflicts and natural disasters); tools to conduct market analysis; participatory rural appraisal (PRA) techniques; and the Household Economy Approach (HEA). Guidance on integrating a gender perspective in assessments is provided in the IASC Guidelines.

Appendix 3 sets out programme development and implementation tools. The first document helps field staff consider various response options in different phases of an emergency. The documents that follow give guidance on setting up and implementing different activities such as general food distribution, food for work, cash for work, cash transfers, vouchers, school feeding, animals and livelihoods, home gardens and food processing. The IASC Guidelines on gender are useful tools to ensuring a gender sensitive approach to these activities.

Appendix 4 sets out guidance on monitoring and evaluation – explaining results based management and providing tips on how to consolidate, process and analyse quantitative and qualitative data. It also sets out output and outcome indicators developed for the NRC core activity database (CAD) to help measure progress and achievements in reaching project objectives.

Feedback to the Food Security Adviser at Head Office on the usefulness of tools included in this handbook would be much appreciated. Also advice on other tools found useful in the field would be welcomed.
APPENDIX 1 – INDEX OF LINKS

Most of these are also available on NRC intranet.

Policy and Strategy
- NRC Policy Paper
- NRC Camp Management Policy
- NRC Shelter Policy
- NRC Education Policy
- NRC ICLA Policy
- NRC Emergency Food Security and Distribution Policy
- NRC Gender Policy
- NRC Protection Policy
- NRC Evaluation Policy
- NRC Position Paper – Climate Change
- Balance Score Card – Strategic Planning Tool
- Country Programme Strategies
- NRC Strategic Objectives 2007-2009
- NRC Strategy Map 2007-2009
- Strategic Partnership NRC/UNHCR
- Advocacy Strategy
- Human Resources Strategy

Key Programme Documents
- Security Instructions
- Camp Management Toolkit
- Advocacy Toolkit
- Evaluation Toolkit
- NRC Shelter Handbook
- NRC Education Handbook
- NRC Camp Management Handbook

Key Administrative Documents
- NRC Programmes Brochure
- NRC Code of Conduct for Staff
- Explanatory Notes to NRC's Code of Conduct
- NRC Employment Guidelines for National Staff
- Roles and Responsibilities Recruitment
- HIV/AIDS Policy for Staff
- Start-Up Handbook
- Anti-Corruption Guidelines
- Financial Handbook
- NRC Budgeting Instructions 2009
- Logistics Handbook
- Security Instructions and Crisis Management
- Exit Handbook
- The Donor Handbook
- The Strategic Management Toolkit
- The Generic Resource Text for Proposals (Applications and Concept Papers)
APPENDIX 2 – FOOD SECURITY AND LIVELIHOOD ASSESSMENT TOOLS

1. Emergency Food Security and Livelihood Assessments – Why? (Oxfam)
2. Rapid Livelihoods Assessments
   a. Food Security Assessments in Emergencies – A livelihoods Approach (Humanitarian Practice Network)
   b. Gender and Livelihoods in Emergencies (IASC Handbook)
3. Emergency Food Security Assessments (Oxfam):
   a. Involving Refugees and IDPs
   b. In Conflict Emergencies
   c. In Sudden Impact Disaster (Natural)
4. Market Analysis
   a. Rough Guide to Market Analysis (Oxfam)
   b. Market Observation Tool (Women’s Refugee Commission)
5. Participatory Rural Appraisal and Techniques (Oxfam)
6. Household Economy Approach (CARE)

APPENDIX 3 – IMPLEMENTATION TOOLS

1. Criteria for decision making on interventions to address food crises
2. General Food Distribution
   a. General Food Distribution Rough Guide (Oxfam)
   b. Gender and Registration in Emergencies (IASC Guidelines)
   c. Gender and Food Distribution in Emergencies (IASC Guidelines)
   d. Gender and Non-food-item distribution in Emergencies (IASC Guidelines)
3. Food for Work Rough Guide (Oxfam)
5. Cash for Work Rough Guide (Oxfam)
6. Vouchers Rough Guide (Oxfam)
7. School feeding – Guidelines to develop and implement School Feeding Programmes that Improve Education (UNESCO)
9. Livestock and other animals for livelihoods
   a. Poultry and profit for pleasure (FAO)
   b. Sheep and goats for diverse products and profit (FAO)
   c. Farm ponds for water, fish and livelihoods (FAO)
   d. Beekeeping and sustainable livelihoods (FAO)
10. Home Gardens
    a. Livelihoods grow in gardens (FAO)
11. Food Processing
    a. Processed food for improved livelihoods (FAO)
    b. High Hopes for post harvest (FAO)
    c. Milk for health and wealth (FAO)

APPENDIX 4 – MONITORING AND EVALUATION TOOLS

1. What is results based management oriented Monitoring and Evaluation (WFP)
2. How to consolidate, process and analyse qualitative and quantitative data (WFP)
3. Output indicators and definitions for monitoring
4. Outcome indicators and definitions for monitoring