



Food and Agriculture Organization
of the United Nations

FAO SOUTH SUDAN - AGRICULTURE LIVELIHOOD KITS DISTRIBUTION REPORTING SOP

25 May 2022 | Juba, South Sudan

Food and Agriculture Organization of the United Nations (FAO)



Importance of this SOP

A guide on how FAO and partners should report on distribution of livelihood kits provided by FAO South Sudan both through in-kind or through LOAs or any other modality.

Partners

- FAO Implementing Partners
- SSHF Partners
- Rapid Response
- Other



Online Reporting Tool

link:(<https://ee.humanitarianresponse.info/x/LdPhtLqx>)

Data Captured:

- Location (State, County, Payam, Boma, Distribution Point)
- Contact person
- Date of distribution
- Type of response
- Kits distributed
- Households reached



Please Note

- Report should be submitted within 5 days after distribution
- Reporting should be done by the supervisor or delegated personnel
- Make sure you are connected to internet when submitting the report
- In the event you realize data submitted has errors, immediately contact FAO South Sudan IM Unit. Entries with errors will be deleted and immediately you will be requested to re-submit report
- Incomplete entries or with errors may result to un-cleared partner reports.



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