

Standard Operating Procedure

Operational coordination of food security and livelihoods interventions through cross-checking of beneficiary national identification numbers in host community

INTRODUCTION

Since April 2020, Food Security Sector (FSS) has been engaging partners to cross-check national identification number (NID) in partners' beneficiary lists to identify duplicates and ensure operational coordination of unconditional cash assistance in Ukhiya and Teknaf. Due to high projected coverage in the same areas, partners are requested to engage in this de-duplication exercise for interventions in host community (Ukhiya and Teknaf), for cash and voucher assistance and livelihood support interventions. This document explains the steps that partners are requested to take, and how FSS will respond to requests to identify duplicates. For more information on this exercise, please see the concept note [here](#).

WORKFLOW

<u>Steps</u>	<u>Actor</u>	<u>Details</u>
Partners put together a list of beneficiaries' NIDs	Partners	Partners are encouraged to inform and coordinate with Upazila Niribahi Officers (UNO) Office when selecting beneficiaries.
Partners validate and share list of NIDs in Excel with FSS for cross-checking	Partners	Validate (i.e. rounded NIDs) and clean (remove symbols, etc.) before emailing the list of NIDs in Excel format with FSS to avoid exclusion/inclusion error. Do not share personally identifiable information other than NIDs for data protection purposes.
FSS cross-checks partner's list with its database with NIDs received from other partners	FSS	FSS cross-checks list of NIDs against other partners' to identify duplicates. This process takes on average 5 working days. Kindly inform FSS if the result of analysis is needed sooner.
FSS shares findings from the analysis (duplicate NIDs) with partners	FSS	FSS will revert with a list of duplicate NIDs (beneficiaries targeted by 2 or more partners) with partners' names tagged to them, as well as recommendations to avoid exclusion/inclusion errors.
Partners communicate with other partners to come to an agreement	Partners	Partners discuss bi-laterally with concerned partners to agree on appropriate actions – to ensure complementarity, to stagger or to agree who removes and retains beneficiaries from the list.
Partners share the final deduplicated beneficiary list with FSS	Partners	Inform FSS agreed actions from partner discussion and share the final beneficiary list with FSS to ensure the accuracy of future cross-checks.

For more information or queries, please contact focal point Ajmerry (ajmerry.hossain@wfp.org) and FSS team (coxsbazar.fss@wfp.org)

DETAILED STEPS

Step 1: Partners put together a list of beneficiaries' NIDs

Partners put together the NIDs of the beneficiaries they plan to target either directly or through local authorities (i.e. UNO offices). Partners are recommended to coordinate with local authorities when selecting target beneficiaries.

Step 2: Partners validate and share list of NIDs in Excel with FSS for cross-checking

After coordinating with UNOs, partners are requested to share the validate and clean the list of target beneficiaries' NIDs (e.g. making sure NIDs do not include symbols or are not rounded) with FSS for cross-checking. FSS will cross-check the list against other partners' lists who are providing the same type of assistance using Microsoft Excel. Partners are requested to share only the NIDs of beneficiaries for data protection purposes.

Step 3: FSS cross-checks partner's list with its NID database

FSS will cross-check the submitted list against its NID database to identify duplicates and whether they are targeted with the same type of assistance (i.e. cash assistance, agricultural support, training, etc). Please refer to FSS 5Ws assistance categorization on the [online 5W tracker](#).

Step 4: Share the analysis (i.e. # of duplicate NIDs, unique duplication NID etc.) with the partners

FSS will share the findings from its analysis - number of total duplicates, number of unique duplicate NID numbers, names of partners targeting duplicate beneficiaries etc - with the concerned partners only. FSS will flag potential risk of exclusion error due to data quality issues. In case NIDs identified as duplicates are rounded, FSS is recommending partners to pay extra attention when retaining or removing the beneficiaries from the list as the probability of the NIDs being an exact match is low.

Step 5: Partners share the final deduplicated beneficiary list

FSS may suggest follow-up actions when sharing results of de-duplication, but actions are responsibility of concerned partners. Partners need to discuss bi-laterally about the duplicate NIDs among themselves and agree on most appropriate actions – such as removing duplicates, staggering interventions, etc. Once agreed, they will share the final beneficiary lists with FSS. Possible agreements include: staggering distributions (i.e. one organisation distribute assistance in one month, another organisation in another month); complementing activities and assistance (i.e. one organisation distribute one type of assistance example MSA of BDT 1,000 and another topped up to BDT 4,500); special/geographical targeting, etc.

ROLE AND RESPONSIBILITIES

Actor	Roles and Responsibilities
Partner organizations	<ul style="list-style-type: none"> • Beneficiary targeting: NID number collection and coordination with UNOs. • Sharing clean and validated dataset of targeted beneficiary NIDs with FSS; • Bi-lateral agreement with partners on follow-up actions with other partners when duplications found; • Share the final beneficiary list with FSS;
Food Security Sector	<ul style="list-style-type: none"> • Facilitate de-duplication process; • Cross-checking of beneficiary NIDs • Share de-duplication analysis results with concerned partners; • Provide recommendations for follow-up actions; • Follow-up on direct operational coordination among partners;