



Hidaya Trust

www.hidayatrust.org

Central Field Operations

25 / 424 Hathi Dar

Shikarpur, Sindh 78100

Tel: 0333-710-4007, 0300-009-1843

cfo@hidayatrust.org

Hidaya Trust Coronavirus Expedited Distribution Standard Operating Procedure through Places of Worship

This standard operating procedure (SOP) covers the steps Hidaya team will be taking to expedite its distribution process to reach maximum deserving citizens in the shortest possible time while meeting door-to-door distribution requirements imposed by all District managements. Following actions are required to execute the project:

1. Identify the Place of Worship, such as Masjid, Mandir or Church, for distribution at the districts Hidaya has its offices.
2. Meet with administration of the place of worship and invite them to partner with Hidaya for distribution in their neighborhood. Once agreed, they will form a 3-member committee and sign the partnership agreement with Hidaya Trust. The Committee's task will be to identify deserving households and distribute ration to them. In case of Masjid, the committee must comprise one member from the Masjid Administration, Imam, and Muazzin of the Masjid.
3. Hidaya Trust will form a liaison team who will be communicating solely with these committees and their contact information will be shared with the committees. The team will explain the SOP to the committees, get the partnership agreement signed, provide the forms for collecting deserving household names, getting the list approved by the management, providing the approved list (in triplicate) back to the committees, arranging the ration drop off at the place of worship, monitor distribution, arranging for police protection if needed, and getting back the list of all household recipients. The committees will be encouraged to send SMS messages rather than calling as traffic might be heavy and they may not reach the team on time.
4. There will be four separate forms for the committee to fill for the following category of beneficiaries:
 - a. widows and guardians of orphans
 - b. sick who cannot work
 - c. elderly above 60 years
 - d. general public whose income has stopped due to lockdown
5. Hidaya Trust management will approve the list. The committee can re-submit the list with any additional names at a later date. Three copies of the approved list will be signed by Hidaya management and provided to the committee. One copy will be enclosed in a plastic sleeve for posting on the place of worship notice board. Second copy will be for the place of worship and the third copy will be returned back to Hidaya after distribution showing the status.



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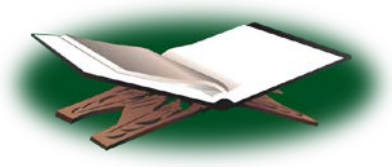
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6. After approving the list, Hidaya will attempt to provide ration in 2 days or earlier to the place of worship for distribution for each household.

7. The committee will further distribute the package to the approved families at their door steps or at the place of worship in an orderly fashion keeping safe distancing as per the guidance from the District Management.

8. The committee must report back within 2 days of the completion of the distribution to Hidaya Trust by returning one copy of the approved list along with any remainder of the left-over ration.

Sample Format



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Partnership Agreement between Hidaya Trust and Place of Worship

Date: _____

We, from _____ (Place of Worship)

located at _____

have formed a committee of three members whose names are given below, agree to partner with Hidaya Trust for the expedited distribution of ration to the deserving household in our neighborhood only.

The committee on oath agrees to provide only the deserving household from the neighborhood to the best of our knowledge.

Hidaya Trust will provide ration and all the supplies at the Place of Worship and the committee will distribute ration door-to-door to all the households in the list or at the Place of Worship in an orderly fashion by keeping safe distance.

The committee will strive for safe distribution keeping in mind health and home departments notifications to avoid any chaos and mob attack. In case of any emergency situation, the committee must contact the Hidaya team immediately who may arrange for Police protection.

Our committee member's names, title, and contact numbers are as follows:

Name (Committee Member 1):

Title:

Contact Number:

Signature:

Name (Committee Member 2):

Title:

Contact Number:

Signature:

Name (Committee Member 3):

Title:

Contact Number:

Signature:



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Ration Receiving Receipt

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Date: _____

We committee members of _____ (Place of Worship) has received the following ration for the quantity of _____ households. We will be distributing the ration within 24 hours to the deserving households approved by Hidaya Trust Management and provide one copy of the approved list along with any remainder of the left-over ration back to Hidaya Trust within 48 hours.

S. No.	Item	Quantity
1	Rice (25 kg bag)	
2	Daal (5 kg bag)	
3	Kalonji powder (100 gm)	
4	Coriander powder (100 gm)	
5	Flaxseed powder (100 gm)	
6	Lemon grass leaves (50 gm)	
7	Soap (150 gm)	
8	Vegetables	
9		

S. No.	Committee Member Name	Signature
1		
2		
3		

Hidaya Trust Project Manager

Name: _____

Signature: _____

Revision: 01 Dated April 3, 2020