

HRGF Christmas with Hope

Schedule Items – [SCALPED]

Preparation and Planning (Phase 1):

- Conduct meetings (Zoom and physical)
- Focal group discussions with team and partners
- Conduct a needs assessment
- Publicity and awareness (ongoing throughout all phases)
- Identify target communities
- Send proposals/requests for financial contributions
- Collect data across all 36 states (e.g., for communities and IDP camps)

Procurement and Distribution (Phase 2):

- Notify community leaders about the planned visit (with at least one week's notice)
- Visit distribution venues for mapping and preparedness
- Brief volunteers and assign roles (e.g., crowd control, registration, distribution)
- Procure food items (18th to 30th November)
- Sort and package food items (2nd to 11th December)
- Prepare coupons and collection tags (12th to 14th December)
- Conduct volunteers' meeting and preparation (17th December)
- Register beneficiaries (19th to 20th December)
- Distribute food items (21st December)

Post-Event Activities (Phase 3):

- Hold stakeholders/partners and volunteers' meeting
- Review feedback, discuss challenges, and observations
- Conduct financial review (comparing costs, budget, and any leftover funds)
- Assess the impact of the project
- Submit reports and documentation
- Mop-up and conclude feedback and budget review (23rd December)

