

# Standard Operating Procedure. Deduplication mechanisms for Winter shelter & NFI assistance through cash modality. v.00

## Purpose of this document

This document aims to support the Ukraine Shelter Cluster partner organizations in establishing a community agreement for the effective utilization of Building Blocks (BB). It articulates the essential guidelines and principles governing the system's usage. These agreements serve as essential prerequisites and programmatic rules necessary to facilitate the efficient automated coordination of assistance through the system.

BB is WFP's corporate system for inter-organizational coordination and online assistance transfer. Building Blocks, operating since 2017, was first applied to assist deduplication in response to the 2020 Beirut explosion in Lebanon, where 17 organizations used BB to deduplicate assistance among themselves.

In May 2022, BB was deployed to support the Ukraine humanitarian response. To date, it has prevented more than USD 150 million of unintended assistance overlap (duplication) among more than 50 organizations involved in distributing multi-purpose cash (MPCA). These funds are then distributed more equitably to people who received no or less assistance, ensuring fairer outcomes.

BB is a tool that informs its users about the duplication of assistance to the same beneficiaries. BB empowers participating organizations by allowing them to compare their provisional payment data (payment lists) with the assistance already provided to the beneficiaries. The system incorporates automated deduplication options to determine final payment instructions. This process ensures a more efficient and just allocation of resources.

## Objective

The objective of using BB is to identify, prevent and address duplication within Shelter and NFI Winter cash modality assistance ensuring efficient and equitable aid distribution. It does not serve as a replacement but rather complements other deduplication mechanisms, such as Shelter Cluster hub coordination meetings. It is **not** intended to be a beneficiary management system, targeting or prioritisation mechanism.

## Scope

This SoP applies to all Shelter Cluster partner organizations that employ Building Blocks for coordination of assistance. It specifically relates to partner organizations providing Winter Shelter and NFI support using only **cash** as the modality of assistance through the following activities (called **Categories** in BB):



- NFI for winter<sup>1</sup>
- Winter Clothing
- Winter Cash for Utilities
- Winter Energy
- Winter Heating Appliances
- Rental Support<sup>2</sup>

## Prerequisites and programmatic rules

To facilitate effective assistance coordination among partner organizations within the Shelter Cluster, it is essential to establish consensus on specific prerequisites and programmatic rules for the automated execution on the Building Blocks system. After evaluating the Shelter Cluster Recommendation and the existing system functionalities, the following prerequisites and programmatic rules have been identified to support the deduplication of assistance on the Building Blocks platform:

- **Scope of Activities:** The use of BB is restricted to winterization **SNFI activities**, specifically related to the following assistance categories: NFI for Winter, Winter Clothing, Winter Cash for utilities, Winter Energy, Winter Heating Appliances, and Rental Support.
- **Unique Identifiers:** For effective assistance coordination on BB, every Shelter Cluster partner organization must collect or have access to **Beneficiaries' Tax ID**, serving as the unique identifier to facilitate seamless coordination.
- **Time Period:** Shelter Cluster partner organizations are required to upload the activities outlined above conducted since **the beginning of the winter season 2023-2024 (Oct-April)**. As winter assistance has already been provided without the BB system being active, deduplication will only be effective from the date of system activation<sup>3</sup>. Therefore, a certain amount of duplication may exist during this upload exercise.
- **Assistance Categories:** Although these do not represent system limitations for deduplication across various assistance categories, given the current winter season and the urgency to accelerate the system rollout, the following guidelines will be enforced:
  - a) BB will only identify **duplications of assistance within the same Category**.
  - b) BB coordination of assistance will be limited to categories exclusively involving **cash aid**. Alternative mechanisms, such as hub coordination meetings, will be explored to avoid duplication for other modalities.
- **Unified Currency:** Shelter Cluster partner organizations agree that the **Ukrainian hryvnia (UAH)** is the accepted currency for deduplicating assistance on BB.
- The system follows a **First-Come, First-Serve Principle**. BB should not be used to block beneficiaries for an extended period. The process involves the organization completing beneficiary registration, targeting, and securing funds for assistance distribution. In the final stage before disbursing funds, the organization uploads a tentative payment file to Building Blocks for verification, checking for any unintended

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<sup>1</sup> For all winter categories please refer to the Shelter Cluster Winterization Recommendations 2023/2024 - [LINK](#)

<sup>2</sup> Shelter Cluster Recommendations On Cash For Rent - [LINK](#)

<sup>3</sup> Ideally effective from 01 February 2024



assistance overlaps. The generated report from Building Blocks serves as the final payment list. Based on the results generated by the system the organization has an obligation to disburse funds to the beneficiaries as soon as possible.

- **Commitment to Assist:** Successfully uploading data to BB implies a **commitment to assist** and blocks the assistance of other partners.
- **Removal of Unsuccessful Assistance:** In case an organization is unable to provide assistance for any reason, they undertake to immediately **withdraw the commitment**, allowing other partners to step in.
- **Deduplication Strategy:** Adhering to the general recommendations of the Shelter Cluster, it is advisable to ensure that assistance comprehensively addresses the identified needs within each assistance category. It is not advisable to provide partial assistance, as this may result in unmet needs. In practical terms, this means that **a beneficiary should receive assistance from only one organization, encompassing all identified needs for a specific assistance category**. On BB, the system will utilize a deduplication strategy, ensuring that assistance is exclusively directed to beneficiaries who have not yet received aid from other organizations, regardless of the total amount.
- **Intended Assistance Overlap:** BB identifies and resolves duplications in assistance by eliminating overlaps. However, if the organization, through the follow-up due diligence process, determines new or previously unidentified needs of deduplicated beneficiaries, it may choose to assist the deduplicated beneficiary. In such cases, the organization must record this data on Building Blocks according to the procedures outlined in the Manual.

## Building Blocks registration process

1. Organizations that have winterization programs approved by Shelter Cluster will be enrolled in the BB system.
2. To access the platform, every active user on BB must submit completed and signed user management form(s).
3. Organizations, along with their active BB users, are required to undergo user onboarding training.
4. Users must adhere to the instructions outlined in the BB Manual for utilizing the system, including the end-to-end deduplication process.