

Common Pipeline Guidelines

Introduction

The Common pipeline is an IOM managed pipeline that works in close coordination with the Shelter and Non-Food Items (SNFI) Sector and is implemented in partnership with pre-approved registered sector members. The pipeline aims to ensure effective delivery of core relief items to cover the urgent and critical needs of Internally Displaced Persons and vulnerable populations in flood affected areas in Pakistan. The common pipeline maintains Core Relief items to be released to partners on the basis of needs as well as verification of IOM team based on the priority areas and the 5Ws.

The overall goal of the common pipeline is to:

1. Establish a coordinated response in coordination with the SNFI Sector.
2. Respond to urgent SNFI needs by releasing core relief items (Shelter & NFI) to partners following submission and approval of registration through email (IOMPKCommonPipeline@iom.int) and submission and stock release requests through [the online request form](#).

Registration and submission of requests

For registration and general inquiries, please send an email directly to the common pipeline team through IOMPKCommonPipeline@iom.int. Please include your organization's profile and registration in your application for the pipeline system. Note that organizations who received past stocks under the pipeline system are already registered in the new system.

For more information on SNFI response , please visit the SNFI Sector website <https://sheltercluster.org/bn/group/23051>.

For stock release requests, please use the [online request form](#).

Important note: The common pipeline mailing list is for registration and inquiries only, any submission of requests using the email list will not be considered.

Field Communication:

Once your organization receives notification of approval of a request, please coordinate with IOM focal points in Sukkur or Hyderabad using the below details:

- For Sukkur warehouse stocks, please contact Ahsan Khan at +92 300 938 3792 or kahsan@iom.int
- For Hyderabad warehouse stocks, please contact Abdul Rasheed at +92 346 963 6288 or abrasheed@iom.int

Requirements to access the stock

In addition to completing the request form in the common pipeline system, the organization is required to submit the following attachments:

- 1- Needs assessment – IOM template.
- 2- Distribution plan – partner template.

Important notes ahead of submitting your request:

- *Missing information in your request might lead to rejecting the request, so please ensure to complete all requirements ahead of your submission.*
- *Organizations interested in accessing the stock should be active sector members. Meaning they attended the previous sector meetings in Islamabad, Sukkur, Karachi, or Hyderabad.*
- *To avoid duplication, partners should make sure to check 5Ws ahead of requesting new stocks.*
- *Requests using common pipeline email address will not be approved nor considered. Please use the common pipeline online request form for submission of stock release requests.*

Reporting:

- Once the distribution is complete, the organization is requested to send the 5Ws report to the IOM common pipeline email address no later than one day after the distribution. Failing to submit the report on time will affect the organization's future access to the pipeline. Together with the 5Ws report, please submit a link for distribution photos, with clear breakdown of the distribution locations and dates.
- Kindly submit a final narrative report using [this link](#) with your request reference code.

- Please make sure to submit your distribution reports using OCHA 5Ws template as well.

Core Relief Items (CRI)

Core relief items include but are not limited to NFI kits, kitchen sets, hygiene kits, dignity kits, shelter repair toolkits, winter kits, tarpaulin sheets, and ropes. Availability and quantity of these items vary from time to time, and the request for each individual item should be on needs basis rather than an automatic request for a full package. For example, tent poles and peg sets are intended for displaced families currently living by the side of the road and or displacement sites and should not be distributed to families who returned home already. Similarly, shelter repair toolkits should be distributed to families that already returned home and received minimum training from the distributing organization on how to use the kit.

Below is further information on upcoming pipeline core relief items:

1. Tarpaulins / Plastic sheets – Available in 4m X 6m size – 1 per household

Based on the sector recommendations, and due to the large scale of the needs, each selected family will be given a **maximum** of one plastic sheet only. Plastic sheets will be given to displaced families as well as families who returned to their homes, and who's shelters were damaged (low, medium, or high level).

Specifications:

Woven high-density polyethylene (HDPE) laminated on both sides with low-density polyethylene (LDPE) coating. Reinforced with 6 bands of 7.5cm wide HDPE. 170-190 gsm +/- 10% for the reinforcement bands. Includes plastic eyelets in reinforcing band.



2. Fixing ropes – Available in different colors (30m length) – 1 per household

Ropes should be accompanied with plastic sheets. Each family will get one rope 6mm (30m long).



3. Kitchen set – 1 per household

Kitchen sets should ideally be distributed together with plastic sheets and ropes. Distribution of standalone kitchen sets is not recommended. Kitchen Sets include, 06 Cups, 06 Plates, 06 Bowls, 01 Kitchen Knife, 01 Wooden Spoon, 01 Serving Spoon, 01 Serving Ladle, 01 Cooking Pot 7L, 01 Frying Pan, 01 Cooking Pot 5L.



4. Shelter Repair Toolkit – 1 per household

Shelter repair toolkits should be given to families that returned to their homes after water level went down. This toolkit is not designed for displaced population. The distribution of the toolkit should be accompanied with training for the families on how to use it and after explaining the purpose. Shelter Repair Toolkits consist of 01 Pointing trowel, 01 Concrete trowel, 01 Plier, 01 Hammer, 01 Concrete pan, 01 adze tool, 01 Chisel, 01 Hand saw Grub Hoe, 01 Hand Hoe, 01 Sickle, 01 Rake, 01 Shovel and Pickaxe, Roofing Nails with washer 550g packet, Nail for wood Large and small 01 Kg packet, 01 tie wire 100m, and 01 Canvas for Packing all the tools.



5. Winterization Kit – 1 per household

Priority for winterization kit distribution should be in locations where the temperature is cold or can get very cold. In addition, they should be given to displaced families living in makeshift shelters, or families who returned home already but have damaged shelters (walls and roof). Winterization kits include 02 blankets, 02 warm shawls Adult, 02 Warm Shawls Children, 01 mattress, and 01 bag that can be used by beneficiaries to transport their items in the future.

One household should receive one kit.



6. NFI Kit – 1 per household

Priority for NFI Kit distribution should be given to displaced families living in makeshift shelters, or families who returned home already but have damaged shelters (walls and roof). Contents of NFI Kit are 02 Blanket , 02 Plastic mat , 02 Warm Shawls Adult and 02 Warm Shawls Children , 01 mattress and 01 bag for transportation.



7. Hygiene Kit – 1 per household

Priority for Hygiene Kit distribution should be given to displaced families living in makeshift shelters, or families who returned home already but have damaged shelters (walls and roof). Contents of Hygiene Kit are 02 Comb, 01 Lota, 01 Mug with handle, 14 Soap bars, 01 Laundry Detergent 250g, 01 Nail Cutter, 07 Toothpaste, 07 Toothbrush, 02 Jerrycan, 01 Bucket.



8. Dignity Kit – 1 per household

Priority for Hygiene Kit distribution should be given to displaced families living in makeshift shelters, or families who returned home already but have damaged shelters (walls and roof). In addition, they should only be given to households with adult family members. Contents of Dignity Kit are 03 Female Underwear, 01 Towel, 01

Parachute Dori Bag, 01 Laundry Detergent, 06 Soap, 02 Female Sanitary Clothes, 02 packets Sanitary Pads, 01 Solar LED torch, 01 Nylon String.