

# 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 which are released to partners based on identified needs as well as verification by IOM team. In addition, the release of stock is based on identification of priority areas and all data is updated into OCHA's 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). Partners can register using the following link [Registration form \(airtable.com\)](#) and fully registered partners can submit requests for stock using the following link [Pipeline request form \(airtable.com\)](#).

## Registration and submission of requests

For general inquiries, please send an email directly to the common pipeline team at:  
[IOMPKCommonPipeline@iom.int](mailto:IOMPKCommonPipeline@iom.int).

You can use the following link to register your organization with the common pipeline [Registration form \(airtable.com\)](#). Please include your organization's profile and registration certificate with the Government of Pakistan in your application for the pipeline system. Note that organizations who already received stocks previously 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 through email will not be considered.**

### 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, Peshawar, Quetta, Karachi, Sukkur, or Hyderabad.*
- *To avoid duplication, partners should make sure to check 5Ws ahead of requesting new stocks.*

### Field Communication:

Once your organization receives notification of approval of a request for stock, 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](mailto:kahsan@iom.int)
- For Hyderabad warehouse stocks, please contact Abdul Rasheed at +92 346 963 6288 or [abrasheed@iom.int](mailto:abrasheed@iom.int)

### Reporting:

- Once the distribution is complete, the organization is required to send an updated 5Ws report to the IOM common pipeline email address no later than one day after the distribution. This report will be used to update OCHA's overall 5Ws at national level. You may use OCHA's 5Ws template to submit the report. Failure 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 a clear breakdown of the distribution locations and dates.
- Kindly submit a final narrative report using [this link](#) with your request reference code.

## Core Relief Items (CRI)

Core relief items include NFI kits, kitchen sets, hygiene kits, dignity kits, shelter repair toolkits, winter kits, tarpaulin sheets, and ropes. 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. Separately, shelter repair toolkits should be distributed to families that already returned home but have damaged homes due to the floods and the toolkit is to be used to repair damages. The beneficiaries who receive the shelter repair toolkits should also receive minimum training from the distributing organization on how to use the tools.

Availability and quantity of these items vary from time to time. Below is further information on upcoming pipeline core relief items:

### 1. Emergency shelter kit – 1 per household, for displaced families who are living in the open

Based on the sector recommendations, and due to the large scale of the needs, each selected family will be given a **maximum** of one emergency shelter kit. Emergency shelter kits will be given to displaced families who are living in the open. Emergency shelter kits consist of 1 Tarpaulin sheet (4x6m), 1 rope (30m), and 1 tent pole and pegs set which will be used to establish a temporary shelter.



## 2. NFI Kit – 1 per household, for families living in makeshift shelters

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 Blankets, 02 Plastic mats, 01 mattress and 01 bag for transportation.





### 3. Shelter Repair Toolkit – 1 per household, for families who have returned home to damaged houses

Shelter repair toolkits should be given to families that returned to their homes after water levels went down but now their homes are completely or partially damaged due to the floods. This toolkit is not designed for households which are still displaced. 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 20ft Bamboo, 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 bag with IOM logo for packing and transporting all items.

