

# Common Pipeline Guidelines

## Introduction

The Common pipeline is an IOM managed pipeline that works in close coordination with the 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 the partners on the basis of needs as well as verification of IOM team based on the priority areas and the SWs.

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 the core relief items (Shelter & NFI) to the partners following on the submission and approval of registration through email ([IOMPKCommonPipeline@iom.int](mailto:IOMPKCommonPipeline@iom.int)), and submission and approval of stock release request through [the online request form](#).

## Registration and submission of requests

For registration and general inquiries, email directly the common pipeline team through [IOMPKCommonPipeline@iom.int](mailto: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 the 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](mailto:kahsan@iom.int)
- For Hyderabad warehouse stocks, please contact Abdul Rashid at +92 346 963 6288 or [abrasheed@iom.int](mailto: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 – attach under the assessment documents / distribution plan section.
- 2- Distribution plan – partner template- attach under the assessment documents / distribution plan section.

Important notes ahead of submitting your request:

- *Missing information in the submission request might lead to rejecting the request, so please ensure to complete all requirements ahead of your submissions.*
- *Organizations interested to access 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 the 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)

The Core relief items includes but not limited to, plastic sheets, fixing ropes, tent poles and peg sets, kitchen sets, shelter fixing toolkits, blankets and mattresses. The 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 fixing 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 the upcoming pipeline core relief items:

#### 1. Tarpaulins / Plastic sheets – Available in different branding, colors and sizes (4X6m or 4X7m)

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 and lengths (15m, 24m, 30m length)

Ropes should be accompanied with plastic sheets. Each family will get one rope (24m or 30m long) or two ropes (15 m long).



### 3. Tent poles and pegs set – 2 poles and 4 pegs per family

Tent poles and peg sets should be distributed to displaced families by the side of the road or in displacement sites only, together with plastic sheets and ropes.



### 4. Kitchen set – Varies in quantities and content depending on funding source and donor

If stock is available, Kitchen sets should ideally be distributed together with plastic sheets and ropes. Distribution of standalone kitchen sets is not recommended.



#### 5. Shelter fixing toolkit – available in different content depending on funding sources

Shelter fixing toolkit 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 of it. Content of existing kits is:

- ROOFING NAILS, 75mm , hot galva. + rubber washer, 0.5kg
- WOOD NAILS, hot galvanised iron, 40mm, 0.5kg
- WOOD NAILS, hot galvanised iron, 7.5cm, 0.5kg
- TIE WIRE, galvanised, diam. 1.5 mm, 25m roll
- IEC Leaflet



#### 6. Blankets – Single (90 cm X 200 cm) or double (150 cm X 200 cm)

Priority for blankets distribution should be given to displaced families living in makeshift shelters, or families who returned home already but have damaged shelters (walls and roof).

Distribution: **2 double blankets per family or 3 singles** (depending on the available stock). Blankets should ideally be complimented with shawls and mattresses (if available). Blanket distributions can also compliment plastic sheets, ropes, kitchen sets and tent poles distributions (based on the needs).



## 7. Sleeping Mats – 2 per family

Priority for sleeping mats distribution should be given to displaced families living in makeshift shelters, or families who returned home already but have damaged shelters (walls and roof).

Sleeping mats should ideally be complimented with shawls and mattresses (if available). Sleeping mats distributions can also compliment plastic sheets, ropes, kitchen sets and tent poles distributions (based on the needs).

