

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.

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 point in Peshawar using the below details:

- For Peshawar warehouse stocks, please contact Jalal Babar at +92-346-9092937 or email at jbabar@iom.int

Code of Conduct:

When a partner has been approved a stock, the partner will be required to sign a code of conduct before the stock is handed over to them. No stock will be provided to a partner until the code of conduct is signed.

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 item(s):

1. Winterization Kits

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.

