ACCESSING THE IOM COMMON SHELTER AND NFI PIPELINE THROUGH THE HAITI LOGISTICS WORKING GROUP

1 Application

- Complete the Supply Application Form (SAF)
- Submit to: haiti.clustercargo@wfp.org along with the assessment report. If assessment report is not provided, SAF will not be considered.
- The Logistics Working Group receives the form and provides acknowledgement of reception within 24 hours.
- The form is forwarded to IOM for review.

The SAF should be sent with the following additional information:

❶ Assessment report completed;

❷ Commune/Section/Locality where the organisation is planning to distribute;

❸ Details of the organisation staff capacity and methodology to carry out distribution;

❹ Description of the consultation and/or coordination mechanims at field level;

2 Review

- IOM, in consultation with the Shelter Working Group, carefully reviews each SAF and if additional information is required will contact requesting organization via email.
- After review, IOM will send the SAF to DPC for approval.

3 Approval

- Upon DPC approval, an email message will be sent to the requesting organization and to the field warehouse to release the requested items.
- The requesting organization will be required to receive items within 10 (ten) calendar days.

4 Distribution

- The field warehouse releases stock for distribution.

☑ Organizations that need support with transport need to submit a Service Request Form (SRF) to haiti.clustercargo@wfp.org.

☑ IOM can provide free transport depending on road access and security to distribution point.

☑ Security measures should be arranged by the requesting organization.

5 Reporting

- Reporting to IOM shall be provided no more than 10 (ten) calendar days following the relevant distribution's completion date using the downloadable template here.
- If no distribution report is provided, no further request will be considered.
- Distribution statistics will be made available to all partners online.

☑ It is the responsibility of the requesting organization to secure funding for their activities and to coordinate with local authorities to avoid duplications and to arrange security during distribution.

Haiti Shelter and NFI Working Group
Coordinating Humanitarian Shelter

IOM • OIM

For further information, please contact Ilyas Masih, Shelter/NFI Pipeline (imasih@iom.int) and the Shelter/NFI WG Coordinator (shelterwghaiti.coord@gmail.com).