

SOP FOR REQUEST AND REPORTING OF IN-KIND SHELTER AND NFIS

PRIORITISATION OF REQUESTS: Please note that the requests will be processed and prioritized according to the below criteria.

1. Agency's pre-existing presence in country, capacity and infrastructure for immediate and effective distribution of relief items
2. Geographical location is within the 14 priority districts as defined by MoHA, and the requesting agency, or its partner, has presence in the target district.
3. Agencies that have been prompt in reporting back distributions of previous requests received.

Agencies receiving items are responsible for ensuring:

1. District Disaster Rescue Committee (DDRC) is informed of target area and planned distribution
2. Where required, an MoU is signed with DDRC that allow agencies to carry out distribution within the district

High Energy Biscuits (HEB): Please note that currently release of shelter kits and tarps for distribution **by air** will be done with HEB for the same number of households to be targeted.

REQUEST

1. Please fill in the online form: <http://goo.gl/forms/mRzvauW4uS> the form also list items currently in the pipeline at top.
2. We will do our best to get back to you as soon as we can match confirmed pipeline with the agency.
3. Once we have notified you

RECEIVE

4. Time and date of pick up is to be confirmed with IOM focal point at the airport, Chris Hoffman 980 110 8422
5. Pick up is to be done at Cargo Terminal, Sinamangal. A 'Good Received' form is provided by IOM to be signed by both agencies. If needed, a copy can be requested by receiving agency.
6. At present, requesting agency is required to provide transport as well as loader.

REPORTING

7. Please use the Shelter cluster's reporting template for this purpose. See <http://sheltercluster.org/response/nepal-earthquake-2015> to download the template.
8. List USAID/IOM or DFID/IOM in Agency 1 column as indicated by IOM.
9. Submit distribution report to Shelter Cluster copying in ssphonpanich@iom.int
10. Attach a photo of distribution along with the report.

Contact: Wan Sophonpanich nepaleqshelter@iom.int 980 110 8418