

## DISTRIBUTION OPERATIONAL GUIDANCE/TOOLKIT: 4. Delivery mechanisms

### Overview

NFI assistance can be delivered via:

- IOM direct distribution
- Distribution through Implementing Partner (IP)s
- Management of the Common pipeline
- Through (local) government authorities or community groups

Below table compares characteristics of each delivery mechanism, including links to guiding documents and legal agreements required.

Delivery Mechanisms	General description	When it is used	Agreement required
IOM direct distribution	IOM conducts all distributions itself using its own staff and resources including receiving the items at the port of entry (for international shipments), transporting the items to temporary storage as required, and conducting last mile transport and distribution to the final beneficiaries.	When IOM has sufficient logistics and staff capacities to manage this including the following as required: trucks, warehousing, staff for distributions, access to key distribution locations, etc.	No partners are used so agreements are not required. MoUs with local authorities should be signed depending on the context.
Implementing Partner (IP) *	IOM signs an agreement with an IPs (an exchange of funds will be made) to conduct the distributions. In this case, IOM will likely receive the items at the port of entry, transport the items to temporary storage if required, then handover the items to the IPs for the last mile transport and distribution. IPs may also procure items directly. IOM should closely monitor the IP's action to ensure that distribution follows agreed standards. IP's distribution reports should be reviewed by IOM with regard to the supplies distributed and the remaining stocks	When IOM does not have sufficient logistics or staff capacities or access to the affected locations to be able to distribute all goods in a timely manner.	Agreements with the IPs must be secured before any goods are transferred. In this case, the standard <a href="#">LEG IP agreement template (B3 NFI Distribution Agreement)</a> can be used and if no changes are made to the template, additional LEG approval is not required. <b>Note:</b> specific conditions from the in-kind donation agreement with the donor (such as for handling or distributing the goods) must still be included as required by modifying the LEG template. If this is done, LEG must approve the new modified form.

Common Pipeline	<p>IOM establishes agreements with partner agencies to conduct distributions. Pipeline partners are provided the goods at no cost or with cost, and conduct distributions. IOM conducts receipt of items at the port of entry and transport of items to temporary storage. See more details:</p> <ul style="list-style-type: none"> <li>• <a href="#">Common Pipeline setup Guidance Note</a></li> <li>• <a href="#">Common Pipeline COP page</a></li> </ul>	<p>Like IPs, it is used when IOM to complement or scale up capacity. Distribution costs are covered by IPs</p> <p>Pipeline agreements are simpler than IP ones, thus leading to faster onboarding of partners and faster processes for each distribution, when funds are not exchanged.</p>	<p>Agreements with the pipeline partners must be secured before any goods are transferred. Follow these <a href="#">Common Pipeline Agreement examples</a> which have been used by other missions.</p> <p><b>Note:</b> here also, the in-kind donation agreement must be checked for specific conditions that must be included from the donor.</p>
Handover to government authorities or community groups	<p>IOM handovers NFIs to Government/local Government departments or community structures for their onward distribution. Based on the donor requirement, IOM conducts monitoring, and collects distribution records such as beneficiary lists from the Government/local partners.</p>	<p>When it is clear that delivering NFIs through that particular group is most efficient and effective, or there is limited access by IOM to the affected area.</p> <p>Eg in collective centers, items can be handed over to the entities managing those centres. Hand over letters can be signed with representatives instead of receiving individual signatures from end beneficiaries. This modality must only be used when there is a thorough understanding of the relationship between the end beneficiaries and the group that have been designated to distribute the goods to them. If there is any doubt about the intentions of the receiving group, or any potential conflicts, then this is not an appropriate approach for distribution.</p>	<p>One of the following documents must be secured before any goods are transferred.</p> <ul style="list-style-type: none"> <li>• <a href="#">F1 Donation Agreement</a>: Can add a clause to restrict the use of items. No LEG approval needed.</li> <li>• <a href="#">Handover form (Modified from IOM Turkey 2023)</a>: Based on the donor requirement, articles should be modified. Require LEG approval.</li> </ul>

## Links

- [LEG IP agreement template \(B3 NFI Distribution Agreement\)](#)
- [F1 Donation Agreement](#)
- [Common Pipeline setup Guidance Note](#)
- [Common Pipeline COP page](#)
- [Common Pipeline Agreement examples](#)
- [Implementing Partnerships Management Handbook](#)

## References and Tools

- [Handover Form](#)

## Contacts

For more information, please contact the Shelter and Settlements Unit in Geneva: [ShelterSupport@iom.int](mailto:ShelterSupport@iom.int).

Please also find the contact information to the IOM Shelter Reference Group: [ShelterReferenceGroup@iom.int](mailto:ShelterReferenceGroup@iom.int).

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