

DISTRIBUTION OPERATIONAL GUIDANCE/TOOLKIT: 10. Logistic Arrangements

Overview

A distribution requires careful planning and logistic arrangements. Throughout the process of planning and implementation of a distribution, programme staff, procurement, and logistic staff should closely coordinate and work together. For instance, programme staff should know the volume of NFIs and required space of storages/warehouse to reflect on the distribution planning, and logistic/procurement colleagues need to understand distribution plans and the timetable to ensure right items are delivered to the right place at the right time.

Storage and warehousing

- See the Storage and warehousing entry for setting up warehouses, goods receipt/dispatch process, and the warehouse control system.
- In the event where materials need to be stored at field level, storage space and basic security can be arranged with local authorities or community leaders. IOM will complement the security as need be. Storing goods at field level should be limited to least period possible and to certain types of materials such as timber poles. Industrial materials should be stored at IOM designated warehousing facilities and transported to distributions locations on a need basis.
- Estimate volume of goods – the Storage Surface Calculator can be used to estimate volume/weight of goods and required storage/warehouse space. Work with procurement and logistic colleagues to reflect actual specification of procured items in the calculator.

Resources	File Format	Language
<p>Storage surface calculator</p> <p>NOTE: This tool enables to calculate required warehouse space by inputting the types and quantities of NFIs that will be procured. In the “data” tab, there is a list of commonly procured non-food items with packaging information. If you do not find the items in the list, ask procurement colleagues for figures, and modify the “data” tab.</p> <p><i>(Modified from the tool developed by GPSU)</i></p>	Word	EN

Checklist for goods transportation before the day of distribution

- Plan the distribution for the correct number of beneficiaries and consider staggering distributions over several days, at different times during the day or in multiple distribution sites. This will help to reduce queues and avoid overcrowding.
- Prepare the list of items and the number of items to be distributed in each distribution point.
- Pre-assess access to the distribution site. For example, the presence of checkpoints or type of terrain along the road may result in significant delays in goods delivery.
- If the distribution point is not accessible by trucks that will bring the relief good, arrange alternative/additional means of transports such as hiring porters, boats, drones ([WINGS FOR AID](#)) to bring goods from the last accessible point to the distribution site.
- Arrange support staff/volunteer for off-loading based on the total volume/weight of goods.
- Arrange security of materials and equipment at distribution site.
- Pre-assemble the items into the arranged kits in bags or boxes whenever possible.

- Arrange transportation support – trucks or labors to assist carrying items for most vulnerable groups.

Links

- [WINGS FOR AID](#)

References and Tools

- [Storage Surface Calculator](#)

Other Entries in this Topic

- [Storage and Warehousing](#)

Contacts

For more information, please contact the Shelter and Settlements Unit in Geneva: ShelterSupport@iom.int.

Please also find the contact information to the IOM Shelter Reference Group: ShelterReferenceGroup@iom.int.

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