



NFI Common Pipeline Guiding Principles

Darfur and Rest of Northern Sudan
(Updated August 2011)



**World Food
Programme**



unicef 

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Introduction

This is an updated version of the Guiding Principles that was endorsed by the Advisory Panel in 2009. There are no fundamental changes in policy from the previous version. Changes include updated names, logos and the layout of supporting documents.

The sudden emergence of the Darfur crisis in 2004 tested the reactive capacity of the humanitarian community. The affected population figures were multiple times the operational capacity of organizations present. The Non-Food Items (NFI) and Emergency Shelter Common Pipeline was designed specifically in response to the needs of the affected population.

In 2007, the NFI Common Pipeline was expanded from Darfur to the Rest of Northern Sudan¹ (ROS) region. In 2008, a pilot Common Pipeline was initiated in Jonglei and Upper Nile states. Since its development, the Common Pipeline partners have been delivering non-food and emergency shelter items on average to 350,000 households per year.

The NFI Common Pipeline is a logistics solution designed for efficient response to large-scale humanitarian needs. In addition to providing economies of scale, a single pipeline provides uniformity in the items provided to all beneficiaries and assists in the identification of gaps in humanitarian assistance and coordination of response. However, the NFI Common Pipeline does not encompass all non-food and emergency shelter activities in Sudan. Some partners continue to complement the NFI Common Pipeline supplies with items that support their own project priorities or use their own pipelines.

This document will:

- Provide updated logos and re-branded supporting documents
- Clarify the Terms of Reference for the Common Pipeline
- Detail the pipeline's target beneficiary groups
- Specify the items currently available through the pipeline
- Define the roles and responsibilities of all partners
- Explain the processes for accessing and distributing non-food items (NFIs)

WFPLCU is available at any time to respond to any questions not addressed in this document. WFPLCU also encourages all organizations operating in the Non-Food Item and Emergency Shelter Sector to connect with their local WFPLCU office to promote cooperation and efficient response to the needs of the Sudanese people.

We look forward to working with you.

Sincerely,

The WFPLogistics Coordination Unit (SO103422)

¹ The Rest of Northern Sudan (ROS) region, for the purposes of the NFI & ES Sector and this document, comprises all of Sudan that is neither part of Darfur nor part of South Sudan. Specific States include: Northern State, Northern Kordofan, Southern Kordofan, White Nile, Blue Nile, Sennar, Gedaref, Gezira, Kassala, River Nile, and Red Sea.

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NFI Common Pipeline: Terms of Reference

Current Areas of Operation: North Sudan (Darfur², ROS)

Reports To: NFI Common Pipeline Advisory Panel

Participants: WFPLCU, UNICEF, IOM, OCHA, RCO, Cooperating Partners (national and international)

The primary role of the NFI Common Pipeline (NFI CP) is to support **life-saving interventions for conflict- and disaster-affected populations** with essential household items. In addition to providing economies of scale, the NFI CP provides uniformity in the items provided to all beneficiaries, assisting in the identification of gaps in humanitarian assistance and coordination of response.

Specific Responsibilities of the NFI Common Pipeline:

- Establishment of an Advisory Panel for overall policy and strategy decisions
- Planning and procurement of stocks to meet needs of defined beneficiaries
- Cost-effective transport of items to key hubs, cooperating partner receipt locations and targeted affected areas
- Ensure appropriate items are procured, taking into consideration environmental, practical, social, and cultural factors; ensure items are of quality and according to specifications
- Work with OCHA, RCO offices and other focal points in field locations to ensure coverage of affected populations and verify needs assessments and planned distributions
- Pre-positioning of stocks in key hubs in anticipation of regular and seasonal needs and maintenance of contingency stocks for emergency interventions; identification and coordination with field partners for this purpose
- Monitor, evaluate and report findings back to the Advisory Panel for further action
- Participation in the UN & Partners Work Plan planning and reporting processes, coordination of partners' associated projects and submissions
- Coordination of funding proposals and budget reviews for procurement, transportation and pipeline management activities
- Effective reporting and information sharing at all points in the supply chain and to all involved actors, including partners, donors, and coordinating bodies

Relationship with the NFI & ES Sector

The NFI & ES Sector is designed to coordinate all activities relating to non-food items and emergency shelter in Sudan. The NFI CP is only one component of the NFI & ES Sector and was not designed to meet all of the sector's needs. The NFI CP addresses predetermined beneficiary groups with specific needs. As a result, approximately 90% of all support provided in the sector in Darfur is through the NFI CP. Other non-food and emergency shelter needs are addressed through the sector's coordination mechanisms and sector partners' programs and initiatives. The benefits of participating in Sector coordination activities include ensuring coverage of key needs, avoiding overlaps, and combined funding appeals, among other things.

As Sector Lead, WFPLCU's role is to facilitate agency coordination and response and to lead all planning, reporting and fund raising activities. Each organization develops their own programmatic goals in line with their operational capacity. In Sector meetings, participants discuss activities and best practices, gaps are identified, and solutions are decided upon as a group.

Beneficiaries

As described in the Terms of Reference, the NFI Common Pipeline is designed for life-saving interventions for conflict- or disaster-affected populations. These are populations who have lost their household assets due to events in their areas of origin or areas to which they have already been displaced. These populations are directly dependant on humanitarian aid.

² Darfur comprises North Darfur, South Darfur and West Darfur States.

Specific Groups Served

Conflict-Affected Populations

Conflict-affected populations are people who have been displaced from their area of origin. These beneficiaries have lost their household possessions and are entitled to support immediately after the emergency and are subject to targeted distributions as long as they remain displaced. Targeted distributions are based on assessed needs.

Internally Displaced Persons

Internally Displaced Persons (IDPs) are conflict-generated, displaced persons who have not left their country of origin and cannot return to their area of origin due to on-going insecurity. IDPs can be either newly displaced, re-displaced or IDPs requiring replenishment. Distributions to this group must be supported by needs assessments and appropriate verifications.

Organized Returns

Organized returns are people in the process of returning, or recently returned to, their registered place of origin by IOM. Distributions to this group must be supported by needs assessments and appropriate verifications.

Spontaneous Returns

Spontaneous returns are IDPs, officially identified by cooperating partners, who have returned to their areas of origin either by their own means or with the support of organizations (other than IOM) or the government. Distributions to this group must be supported by needs assessments and appropriate verifications.

Host Community Affected by Conflict

Subsistence host communities are not displaced, but supporting IDPs and/or have additional strains on their communities due to conflict. Distributions to this group must be supported by needs assessments and appropriate verifications.

Disaster-Affected Populations

Disaster-affected populations are supported directly after and in response to a local disaster, such as flood or fire. These beneficiaries have lost their household possessions and are supplied with 1-time emergency items to help support them while they recover. Distributions to this group must be supported by needs assessments and appropriate verifications.

Returns

The Humanitarian Country Team is currently working with the Government of Sudan to establish criteria for identifying populations as "returns". For populations to receive support from the NFI Common Pipeline as "returns", first the Returns and Reintegration Working Group (RRWG) must acknowledge the population as meeting the criteria, once established, for "returns". Secondly, the population must also be identified as in need through the standard assessment process, as only populations in need will be provided with life-saving humanitarian aid.

Returnees will receive NFI support if the two criteria below are fulfilled:

- 1) Verified by the RRWG as voluntary and appropriate return, moving from the areas of displacement to their **area of origin**.
- 2) NFI needs are identified by an assessment.

Items Provided

The items provided through the NFI Common Pipeline are for life-saving interventions for populations who have lost their household possessions. The items are designed for emergency response and are not intended to be a permanent solution to the population's losses. Distributions are based on needs and must be supported by needs assessments and appropriate verifications.

Items Currently Available

The items provided by the NFI CP to the targeted populations are selected based on needs established during assessments. The NFI CP does not provide NFI baskets or established kit as it limits the ability to respond to actual needs.

The table below shows the current items sourced through the NFI CP which are distributed to newly displaced populations and to pre-existing IDPs seasonally in two cycles: 1) rainy season and 2) winterization.

NEWLY DISPLACED	Plastic sheeting (<i>emergency shelter</i>)	Jerrycans	Plastic sleeping mats	Blankets	Cooking sets	Women's clothing
REPLENISHMENT – Rainy Season	Plastic sheeting (<i>emergency shelter</i>)	Jerrycans				
REPLENISHMENT – Winterization			Plastic sleeping mats	Blankets		

Items Not Provided

Seeds and Tools – Although requests are often received for seeds and tools, especially fishing hooks and twine, these items are coordinated and supplied by the Food and Agriculture Organization (FAO) as part of the Food Security and Livelihoods Sector and are therefore not included in the NFI Common Pipeline.

Tents and Other Permanent Shelter Solutions – The Common Pipeline supports *emergency shelter* and, therefore, the items provided are not intended for use in the construction of longer-term residences. On rare occasions, tents or other shelter solutions are received into the NFI Common Pipeline system by donation. Under such occasions, available items can be distributed to community projects and other program support initiatives, such as Therapeutic Feeding Centers.

Management Structure

Common Pipeline Advisory Panel

The primary responsibility of the NFI Common Pipeline Advisory Panel is to establish the **overall policy and strategy** for NFI assistance provided through the NFI Common Pipeline. Executive Board Members of the Advisory Panel include OCHA (Co-Chair), WFPLCU (Co-Chair/Secretary), RCO, UNICEF, IOM, and a monitoring and evaluation partner (currently vacant)³. Panel Members include USAID-OFDA, ECHO and DFID, who represent the donor community and make recommendations, as well as the NGO Forum. All other donors are welcome to participate as they see fit. The full Terms of Reference for the Common Pipeline Advisory Panel is included in the annexes. Major responsibilities include:

- Development and review of planning assumptions, policies and operational guidelines
- Review stock levels, depletion rates, available funds, procurement/transport constraints; prioritize needs when necessary
- Regular review of each Agency's budget for NFI Common Pipeline activities and advocacy with donors as appropriate

WFPLCU

WFPLCU acts as the **overall project manager** for the NFI Common Pipeline, coordinating activities with partners and managing the overall supply chain. WFPLCU ensures appropriate levels of stocks are maintained throughout the pipeline as well as supports planning cycles and issues procurement instructions. Recently, WFPLCU has assumed management of the NFI Common Pipeline warehouses. Major responsibilities include:

- Overall management of the Common Pipeline supply chain, including making procurement recommendations, directing stock movements, processes, information tools, provision of documentation, and developing tools and training when necessary
- Management of relationships with all partners, including co-chairing meetings of the Common Pipeline Advisory Panel, development and maintenance of MOUs and communication channels
- Leading preparation of joint documents related to the NFI Common Pipeline, such as the Common Appeal for Funding, the NFI Common Pipeline Guiding Principles, donor reports, monthly status reports and other related documents

³ Monitoring and evaluation activities were formerly the responsibility of CARE, prior to the revocation of CARE's registration by the Government of Sudan. A partner to assume responsibility for these activities going forward is yet to be identified.

- Facilitate the needs assessment and distribution process, including accepting, verifying and prioritizing distribution requests and tracking distribution reports
- Leading and coordinating annual, regular and periodic planning, meetings, reporting and funding activities, including the UN & Partners Work Plan submissions for the NFI & ES Sector
- Design and maintenance of a database system to track and facilitate the movement of stocks
- Storage and management of all NFI Common Pipeline stocks in the NFI Common Pipeline warehouses, including reporting on stock levels, conducting physical stock counts, and disposal of damaged goods as necessary; management systems are clearly detailed in NFI Common Pipeline warehouse standard operating procedures

UNICEF

UNICEF is responsible for **procurement** of all non-food items delivered via the NFI Common Pipeline. NFIs are purchased internationally or locally by UNICEF and delivered to WFPLCU's main warehouse in El Obeid (or to the Nyala hub warehouse for jerry cans). Major responsibilities include:

- Procurement of all items in accordance with UNICEF procurement guidelines, as specified and recommended by WFPLCU and under the guidance of the NFI Common Pipeline Advisory Panel
- Provision of regular updates (and documents as necessary) on funding for procurement, procurement and arrivals status; ensure that all parties are aware of delays/progress
- Ensure quality of procured items provided by suppliers is in accordance with item specifications, UNICEF procurement guidelines and financial rules

International Organization for Migration (IOM)

IOM provides **transport services**; responsible for transport both between NFI Common Pipeline warehouses and to cooperating partners' final distribution locations. Upon instruction from WFPLCU, IOM contacts the appropriate, contracted transporter and arranges onward transport as directed. Major responsibilities include:

- Provision of transport services for the NFI Common Pipeline project; specifically maintaining appropriate levels of transport capacity between NFI Common Pipeline warehouses and to destinations/distribution points covered by the NFI Common Pipeline
- Coordinate transport, as directed by WFPLCU, between NFI Common Pipeline warehouses and to final destinations/distribution points; track transporter performance
- Loading/unloading of NFIs at NFI Common Pipeline warehouses and distribution locations; ensure losses or damages are recorded on the waybill and that funds are recovered from transporter to replace NFIs lost or damaged
- Provision of regular updates (and documents as necessary) on funding and activities; ensure that all parties are aware of issues as they arise

Monitoring & Evaluation Partner

Prior to the revocation of its registration by the Government of Sudan, CARE was responsible for all **monitoring and evaluation** activities of the overall Pipeline, including relaying that information back to the NFI Common Pipeline Advisory Panel. A partner to assume responsibility for these activities going forward is yet to be identified. However, monitoring and evaluation of individual distributions and geographical regions is the responsibility of cooperating partners and these activities continue. Specific responsibilities of the monitoring and evaluation partner include:

- Monitor distributions, survey beneficiaries, organize focus groups, and perform market surveys as necessary
- Evaluate distribution methodologies, provide guidelines on best practices and make recommendations to the Common Pipeline Advisory Panel
- Provision of regular reporting on outcomes of monitoring and evaluation activities

Cooperating Partners

Partners operating on the ground in field environments are the vital link to the beneficiaries, as they take the lead in **assessments, distributions and monitoring** to populations targeted by the NFI Common Pipeline project. Partner organizations must be recognized by the local governmental authorities as humanitarian actors and include UN agencies, international and national NGO's, and other international organizations. Specific responsibilities include:

- Needs assessments, verifications and distributions
- Participation in quarterly distribution planning; submission of quarterly distribution plan reports
- Submission of NFI requests, assessments, and distribution plans for individual exercises
- Timely reporting on distributions

- Prompt communication of any damages
- Participation in coordination meetings and interactive discussions regarding identification and solutions for coverage gaps as well as best practices for various activities
- Participation in annual planning and reporting exercises
- Monitoring within geographical area(s) of operation

Coordinating Agencies

OCHA

The United Nations Organization for the Coordination of Humanitarian Affairs (OCHA) assists in the identification and verification of populations to be served as well as facilitates emergency response in the Darfur region. Additional activities include:

- Coordination of inter-agency assessment missions when necessary
- Verification of population numbers and needs
- Endorsement of NFI requests and distributions
- Alert the Common Pipeline Partners of sudden situational changes, population movements or any other event that may impact sector
- Co-chairing NFI Common Pipeline Advisory Panel Meetings in Khartoum

RCO

The Resident Coordinator's Office (RCO) assists in the identification and verification of populations to be served as well as facilitates emergency response in the Rest of Sudan (ROS) region. Additional activities include:

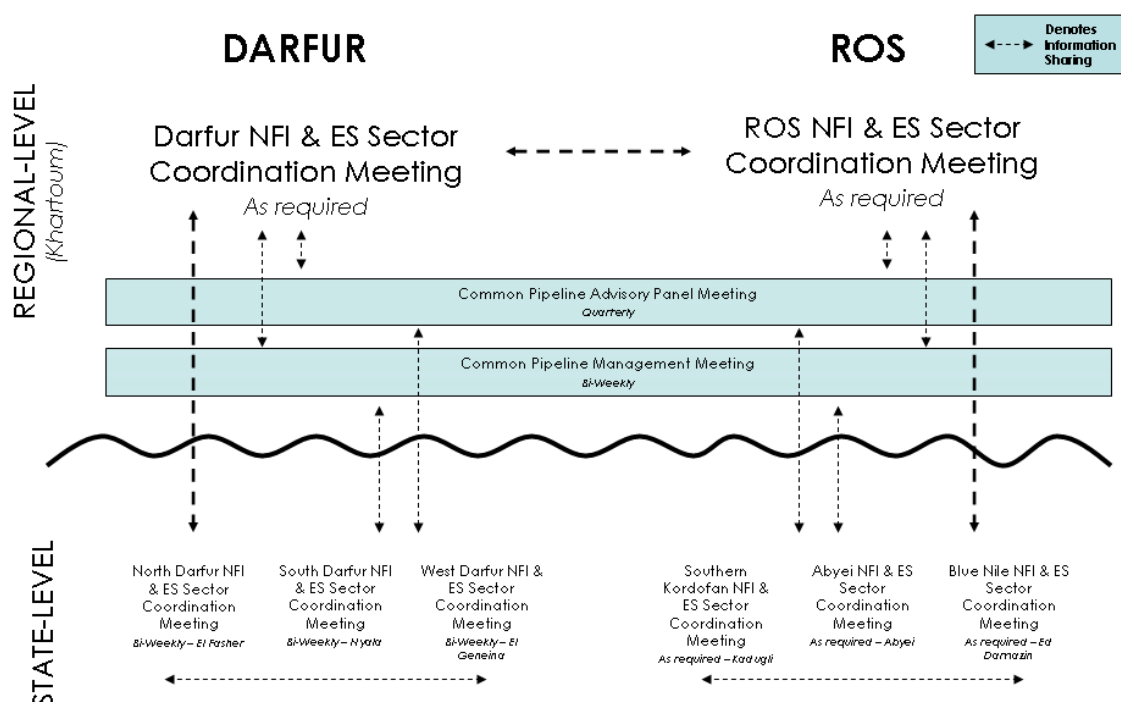
- Coordination of inter-agency assessment missions when necessary
- Verification of population numbers and needs
- Endorsement of NFI requests and distributions
- Alert the Common Pipeline Partners of sudden situational changes, population movements or any other event that may impact sector

Other Focal Points

In areas where neither OCHA nor RCO are present, another suitable focal point may be identified.

Coordination Meetings

COORDINATION MEETINGS Structure & Information Flow



NFI & ES Sector Coordination Meetings

The coordination meetings for the NFI & ES Sector are held both in Khartoum (regional-level) and in field locations (state-level). In field locations, these meetings are often combined with the Logistics Coordination Meeting, which is also chaired by WFPLCU.

The meetings provide an open forum for discussing coverage of beneficiaries, areas that need additional support, potential areas of overlap, other problems meeting needs of targeted beneficiaries, best practices, and sector standards. The meetings are also a place to discuss problems with NFI Common Pipeline operations, such as transporter delays or damaged items. WFPLCU ensures that information and recommendations discussed in one meeting is shared, raised or disseminated in other meetings as appropriate.

NFI Common Pipeline Advisory Panel Meeting

The NFI Common Pipeline Advisory Panel Meeting is held on a quarterly basis in Khartoum. The meeting is the primary forum for the discussion of strategy and policies for the Common Pipeline as a whole. Further details on the Panel are available in the Terms of Reference section at the back of this document.

NFI Common Pipeline Management Meeting

The NFI Common Pipeline Management Meeting is held every two weeks in Khartoum as a working meeting to discuss operational issues. While WFPLCU, IOM, and UNICEF are the only required attendants; the meeting is open to all pipeline partners.

Process for Accessing & Distributing NFIs

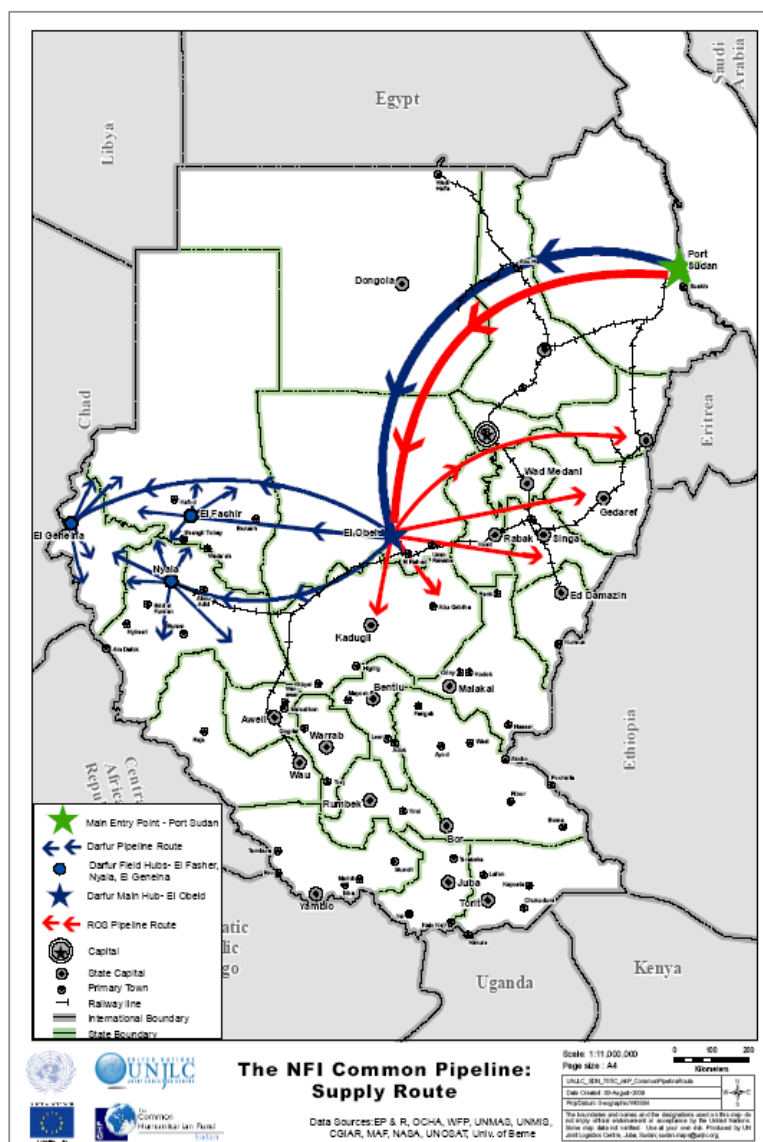
Stock Flows

As requested by WFPLCU and in accordance with guidelines developed by the NFI Common Pipeline Advisory Panel, UNICEF procures the NFI Common Pipeline stocks. Off-shore supplies arrive to Sudan through Port Sudan, while local procurement is done in Nyala (for jerry cans). UNICEF is responsible for ensuring the quality of the items procured is in line with specifications. UNICEF delivers the stocks to the NFI Common Pipeline warehouses, specifically to El Obeid for internationally procured items and to Nyala for locally procured items. Upon signing for receipt of the stocks in the NFI Common Pipeline warehouses, responsibility for these stocks immediately transfers to WFPLCU.

WFPLCU holds the stocks at the NFI Common Pipeline warehouses until they are needed in the field locations. IOM then, as requested by WFPLCU, transports them to warehouses in field locations, where WFPLCU maintains the stocks until needed for distribution. Finally, upon instruction by WFPLCU, IOM also organizes the transport to partner's locations for final distribution.

WFPLCU facilitates the distribution process, including working with UN, NGO partners and OCHA (or RCO) to verify needs, ensuring that stock is available in the field locations when needed. To do this, WFPLCU is responsible for managing stock movements through the entire pipeline.

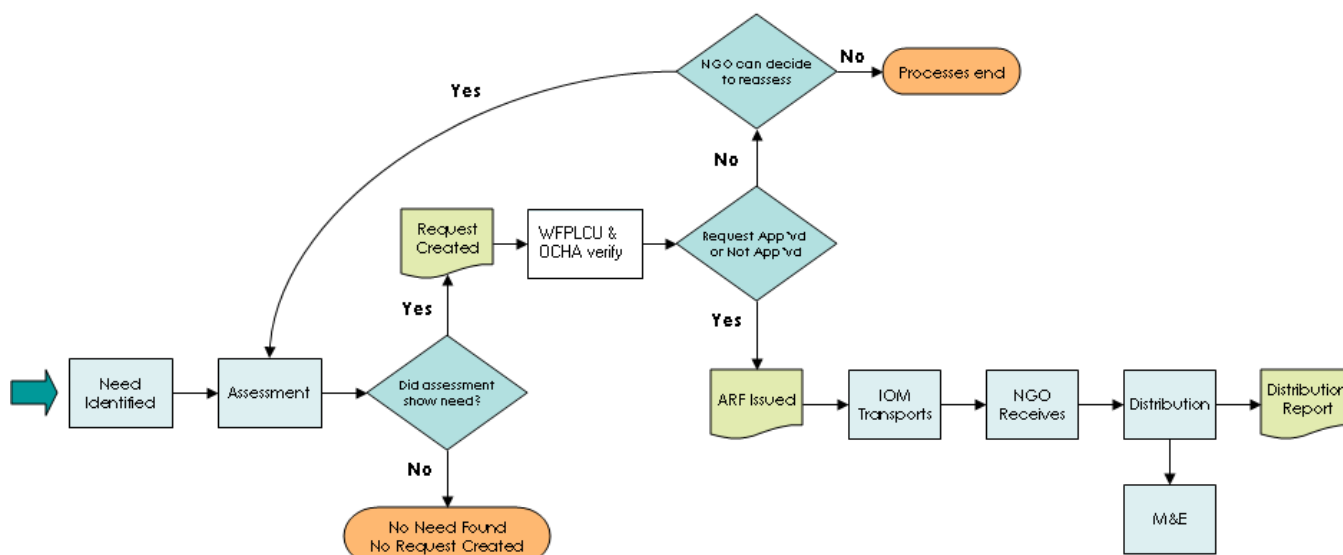
For Darfur, the distribution process is coordinated out of the field offices in El Fasher, El Geneina, and Nyala. For ROS, distributions are coordinated out the main office in Khartoum.



Monitoring and evaluation (M&E) activities occur during the distributions and one to seven months after distribution.⁴ It is the responsibility of cooperating partners to continually monitor distributions and activities within their areas of operation. An independent M&E partner is yet to be identified to monitor NFI Common Pipeline activities as a whole. WFPLCU supports the M&E by facilitating access to distributions. The M&E partner is responsible for execution of M&E activities, analysis, documentation of results and submitting the information to the NFI Common Pipeline Advisory Panel. It is the Advisory Panel's responsibility to integrate recommendations into the policies and activities of the NFI Common Pipeline.

⁴ Monitoring and evaluation activities were formerly the responsibility of CARE, prior to the revocation of CARE's registration by the Government of Sudan. A partner to assume responsibility for these activities going forward is yet to be identified.

Process Flow Chart for Accessing and Distributing NFIs



Activity Specifics

The information provided below provides key points on major activities. It is not designed to be a comprehensive guide for executing each step. Further guidance is available in the reference material attached at the end of the document and also from WFPLCU upon request.

Planning

All cooperating partners are required to submit quarterly assessment and distribution plans. The goal of this activity is to enhance planning and coordination, thus smoothing stock movements and allowing the pipeline to operate both more efficiently and cost-effectively. Understandably, not all distributions can be planned in advance, in particular, distributions to newly displaced populations; there will always be a need for emergency interventions. The accumulated experience to date with the NFI Common Pipeline distributions should be built upon by WFPLCU and partners in their planning figures to account for ad hoc emergency requirements.

Needs Identification and Assessments

Needs are identified both by partners and by other organizations, such as OCHA or RCO, and assessments are done as soon as possible thereafter. It is important during the assessment that actual households are verified and information is gathered directly from the beneficiaries. The most important consideration in determining needs of beneficiaries is whether they are in possession of essential non-food items and basic shelter or not. Other questions need to be answered such as where are the populations coming from? Why were they displaced? Why did they lose their household items? NGOs are encouraged to use their best practices in needs assessments.

NFI Requests

Assessment and NFI request forms are available from WFPLCU upon request from field offices or by e-mailing sudan.wfpocu@wfp.org

Forms should be fully completed before submitting. Further documentation may be requested by WFPLCU to support the request, such as a detailed distribution plan or specifics about the verification of households.

Verification & Approval of Requests

The NFI request must be verified by OCHA or RCO and/or other partners operating in the same location. WFPLCU, working closely with the cooperating partners, ensures that the population is within the targets of the NFI Common Pipeline, as defined by the Advisory Panel and detailed in the Guiding Principles.

If the request cannot be verified and decided upon within a week of receipt, then WFPLCU will notify the requesting partner of the delay in writing. If the request is rejected, WFPLCU will, again, notify the requesting partner in writing explaining the reason for the

rejection. If the request is approved, then an Action Request Form (ARF) will be issued in accordance with the timing requested, instructing IOM to transport the required items to the desired distribution site of the requesting partner. A copy of the ARF will be given to the requesting partner.

Transportation & Receipt

Transportation is organized by IOM to, or as close to as possible, the distribution location indicated by the requesting partner. A minimum of three working days is required between issuance of the ARF and expected dispatch from the warehouse. Final delivery time depends on the distance to the distribution site and other limiting factors such as security.

During receipt of the items, all noted damages must be recorded on the waybill. The requesting partner retains one copy of the way bill; other copies go to WFPLCU, IOM and the transporter. Specific details of the process of issuing and transporting stocks as well as reporting and handling of damages is available in the annex.

Distributions

Effective and efficient distributions have trained and experienced staff, who ensure distributions are run quickly and that a safe and appropriate environment is provided for the process. Where appropriate, gender issues are taken into account, such as distributing the items to female headed households.

Monitoring & Evaluation

Monitoring and evaluation (M&E) activities for the NFI Common Pipeline, as a whole⁵, are a vital component of the cycle and, while the activities fall under the responsibility of one 'monitoring and evaluation' partner (to be decided), they require the support of all partners involved to be executed effectively. It is the responsibility of cooperating partners to continually monitor distributions and activities within their areas of operation. Cooperating partners are also required to provide the M&E partner's team with access to the distribution as well as facilitate accommodation and transportation when needed. WFPLCU provides guidance on activities as well as facilitates access. All recommendations are reported to the CP Advisory Panel and incorporated into the NFI Common Pipeline's overall policies processes, and relevant upstream elements, such as item specifications. There are three key components of the NFI Common Pipeline's monitoring and evaluation program:

On-Site Distribution Monitoring (DM)

During On-Site Distribution Monitoring, the M&E Team verifies the information provided in the original assessment and request forms and ensures that the items are going to the indicated beneficiaries. The team also measures the time it takes to perform the distribution and other information indicating the partners' capacity to perform distributions efficiently.

Post-Distribution Monitoring (PDM)

Information gathered during post-distribution monitoring focuses on the items that were provided one to seven months prior. The M&E Team seeks to learn if the items are still in use and, if so, what condition are they in. This helps the NFI Common Pipeline Advisory Panel know if the goods provided are of sufficient quality to hold up to constant use and if they are useful to the beneficiaries. The team also asks what items are the most useful and what items are needed that are not provided. This helps provide an understanding of whether the NFI Common Pipeline is providing the correct items to the beneficiaries, taking into consideration environmental, practical, social, and cultural factors.

Market Surveys

The M&E Team also surveys the markets in areas where distributions have occurred to learn whether the Common Pipeline NFIs are being sold as opposed to used. The team monitors the prices and approximate quantities of the various NFI items that do appear in the market, which helps show whether the items are being supplied in appropriate quantities.

Distribution Report

After distribution, partners are required to submit distribution reports to WFPLCU. The form is available from WFPLCU's field offices. The goal of the distribution report is to detail the specifics about the executed distribution, including how many households were actually served and the date and time of distribution, as well as document the distribution for legal purposes. Submission of a distribution report is a prerequisite to having further requests approved. Reports should be submitted within one week of the actual distribution date.

⁵ Monitoring and evaluation activities were formerly the responsibility of CARE, prior to the revocation of CARE's registration by the Government of Sudan. A partner to assume responsibility for these activities going forward is yet to be identified.

Important Steps Not In Process Flow Chart

Changes to Distribution Dates, Quantities, and Target Populations

All changes to NFI requests, including distribution dates, quantities, and locations, need to be made in writing for the purposes of ensuring accuracy in executing the changes as well as for legal documentation. In some cases, a simple email will suffice. With major changes, such as a one week delay in delivery, the original ARF will need to be cancelled and re-issued.

Training and Capacity Building

The NFI Common Pipeline initiative promotes and supports training of staff and capacity building of partners, with specific focus on strengthening the skill sets and capacity of national NGOs and local authorities. Specific training and capacity building options vary by location. Please work with the WFPLCU office in your area to help strengthen your organization's capabilities.

1. Common Pipeline Advisory Panel: Terms of Reference

OBJECTIVE: The primary responsibility of the Common Pipeline Advisory Panel is to establish the overall policy and strategy for non-food item (NFI) and emergency shelter (ES) assistance provided through the Common Pipeline.

ROLE	AGENCY	RESPONSIBILITIES
Executive Board		
	OCHA	Co-chair, support coordination and verification
	WFPLCU	Co-chair, secretariat, pipeline management, warehouse management, distribution coordination
	UNICEF	Procurement, customs clearance, transport and handling
	IOM	Transport and handling
	RCO	Support coordination and verification
	<i>Vacant</i>	Monitoring and evaluation
Panel Members		
	USAID-OFDA	Share information and recommendations regarding NFIs. All panel member participation in Advisory Panel meetings is welcome.
	DFID	
	ECHO	
	NGO Forum Representative	
	RCO	

The Common Pipeline Advisory Panel is convened quarterly, with ad-hoc consultation meetings as necessary.

SPECIFIC RESPONSIBILITIES:

- Develop and review planning assumptions, policies and operational guidelines.
- Ensure planning priorities remain appropriate and relevant for the Common Pipeline to meet the NFI & ES needs of targeted beneficiaries
- Ensure alignment of the NFI Common Pipeline policies, strategy and activities with the objectives of the NFI & ES Sector. Identify and prioritize needs and confirm appropriateness of items provided by the NFI Common Pipeline based on:
 - Monitoring and evaluation reports and recommendations;
 - Inputs and recommendations arising from regional and state-level NFI & ES Sector Coordination Meetings;
 - Other sectors' policies and recommendations relevant to the NFI & ES Sector;
- Review stock levels, depletion rates, available funds, procurement and transport constraints; prioritize needs when necessary
- Regular review of each Executive Board Agency's budget for Common Pipeline activities and advocate with donors as appropriate
- Continue efforts to identify a programmatic lead for the NFI & ES Sector

2. NFI & ES Sector Coordination Meeting: Terms of Reference

PURPOSE

The overall purpose of meetings with partners is to ensure effective performance of the sector. As the Sector Lead, WFPLCU has the responsibility to ensure that the Sector is achieving its goal of providing non-food and emergency shelter items to those that have lost their household belongings due to conflict or disaster. *Note: Partner meetings are just one of the many tools available for Sector coordination; other tools include needs assessment and monitoring reports, NFI bulletins, mailing lists, and bilateral discussions.*

OBJECTIVES AND OUTCOMES

For the sector to ensure good performance, coordination of all activities is crucial. The following objectives and outcomes ensure that coordination takes place at all levels. Also, these objectives form the basis for developing agenda for meetings, whether at regional (Darfur and ROS meetings held in Khartoum) or field level. *Note: Creation of agenda for each meeting will depend on the respective prevailing circumstances, but the purpose (as outlined above), objectives and outcomes will remain the same for all meetings.*

OBJECTIVES AND CORRESPONDING OUTCOMES (COORDINATION IS THE CROSS-CUTTING AND ULTIMATE OUTCOME)

1) Coordinated planning, operations and reporting

a) To plan - conduct the annual work planning exercise

- The UN and Partners Work Plan is conceptualized and developed.

b) To implement – ensure that activities are coordinated and operational information is shared

- Partners share their project information including needs assessments, distributions, monitoring, logistics, and challenges being experienced. WFPLCU to share information from its database such as data on distributions, number of households in need and those served.
- WFPLCU recognizes that most of this data will be based on activity through the Common Pipeline, but information on other pipelines will be sought and reported

c) To report – all stakeholders are expected to meet the various reporting requirements

- Reporting on progress against the Work Plan indicators is required of all partners. This includes mid-year and end-year review.
- Partners share assessment and monitoring reports accordingly.

Expected outcome – efficiency and common approach by sector. Humanitarian planning is done by sector to ensure that the UN and partners are meeting their objectives in Sudan, gaps are identified, and overlaps of projects avoided.

2) Coordinated resource mobilization and utilization

a) To provide funding updates

- WFPLCU will update partners on CHF matters, and answer questions accordingly
- Partners have the opportunity to present their funding updates.

b) To promote donor interaction

- Whenever donors are in attendance, this provides an opportunity for them to hear perspectives from partners, and vice versa.
- Partners share their specific project information.

Expected outcome – effective utilization of the CHF and available bilateral funding: partners who do not require funds from the CHF give it up for those that need it most, thus transparency and donor credibility is enhanced. Furthermore, visibility for all partners as donors will better understand projects and issues thereof.

3) Coordinated policy analysis

a) To communicate policy matters to all stakeholders

- WFPLCU will present to partners the Common Pipeline guiding principles. Application of the guidelines will be monitored throughout the year, and any issues arising from the guidelines will be discussed. Any other policy-related matters are shared as they become available.

Expected outcome – a common understanding is reached: standard operating procedures are known to all stakeholders, and new policy information is communicated.

3. Common Pipeline Management Meeting: Terms of Reference

NFI Common Pipeline Management Meeting

OBJECTIVE:

The NFI Common Pipeline Management Meeting is held every two weeks in Khartoum as a working meeting to discuss operational issues. While **WFPLCU**, **IOM**, and **UNICEF** are the only required attendants, the meeting is open to all pipeline partners.

Attendance	Agency
Required	WFPLCU, IOM and UNICEF
Open	All NFI Common Pipeline Partners

SPECIFIC RESPONSIBILITIES:

1. Open forum to keep Common Pipeline partners informed of overall pipeline operations.
2. Review planning assumptions and operational guidelines for the NFI Common Pipeline as they apply to daily functions. Identify and address operational constraints.
3. Review and address, as necessary, operational status and issues, including:
 - a. **Stock:** Review of current stock levels, depletion rates, and projected needs versus available funds.
 - b. **Procurement:** Review status of procured items, procurement plans, and timing of arrivals to NFI Common Pipeline warehouses.
 - c. **Warehousing:** Review and discuss warehouse operations, constraints and possible solutions.
 - d. **Transport:** Follow up on transport routes and issues as they arise.
 - e. **Deliver to Cooperating Partners:** Review and discuss issues as they arise regarding to transportation and improvements in efficiency.
4. Work together as Common Pipeline main partners to provide recommendations to high level sector coordination meetings and policy makers (Advisory Panel) to ensure that planning priorities remain appropriate and relevant for the Common Pipeline to meet the NFI needs of targeted beneficiaries.
5. Ensure, and facilitate as necessary, the flow of information in the NFI Common Pipeline, including:
 - a. Dissemination of Khartoum-level policy and operational guidelines to state-level Common Pipeline operations and to the Darfur and ROS humanitarian community.
 - b. Input and recommendations arising from state-level NFI & ES Sector Coordination Meetings are filtered into the Khartoum regional-level NFI Coordination Meetings and Advisory Panel agendas respectively.
 - c. Provision of weekly NFI procurement tracking sheet and regular port truck dispatch reports by UNICEF.

Acronyms

ARF	Action Request Form
CHF	Common Humanitarian Fund
CP	Common Pipeline
CPAP	Common Pipeline Advisory Panel
CPGP	Common Pipeline Guiding Principles
CPMM	Common Pipeline Management Meeting
DFID	UK Department for International Development
DM	On-Site Distribution Monitoring
ECHO	European Commission's Humanitarian Aid Office
ES	Emergency Shelter
ICRC	International Committee for the Red Cross
IDP	Internally-Displaced Person
INGO	International Non-Governmental Organization
IOM	International Organization for Migration
M&E	Monitoring and Evaluation
MOU	Memorandum of Understanding
NFI	Non-Food Item
NFI & ES	Non-Food Item and Emergency Shelter
NGO	Non-Governmental Organization
NNGO	National Non-Governmental Organization
OCHA	Office for the Coordination of Humanitarian Affairs
PDM	Post-Distribution Monitoring
RCO	Resident Coordinator's Office
ROS	Rest of Sudan Region – comprises all of Sudan that is neither part of Darfur nor part of South Sudan. Specific States include: Northern State, Northern Kordofan, Southern Kordofan, Khartoum, White Nile, Blue Nile, Sennar, Gedaref, Gezira, Kassala, River Nile, and Red Sea.
RRWG	Returns and Reintegration Working Group
SS	South Sudan
TOR	Terms of Reference
UNHCR	United Nations High Commission for Refugees
UNICEF	United Nations Children's Fund
USAID-OFDA	USAID Office for Foreign Disaster Assistance
WFPLCU	WFP Logistic Coordination Unit