

Survival Kit Operations: Roles and Responsibilities, Workflow, and Contacts

Roles and Responsibilities per Agency

IOM JUBA

- Coordinate with all relevant clusters and operational partners on delivery of supplies to Rumbek (Juba only in cases of emergency)
- Coordinate with operational partners on the ground for distribution, confirming caseload, field contact and share information with the coordinator in Rumbek
- Coordinate with LC to send items to Rumbek where/when possible*
- Submit overall SRF for all supplies to Logistics Cluster if not submitted by partner; address any amendments needed.
- Authorize the release of the survival kits as needed
- Share periodic reports on operations with OCHA focal point
- Act as a Focal Point on behalf of all agencies, in liaising with parnters and coordinating operations

Clusters , OCHA, and County Advisors Juba

- OCHA and relevant clusters identify appropriate field locations for response in consultation with NGO "county advisors"
- OCHA focal point shares potential locations for response with the Working Group
- LC shares daily reports on the operations with the Working Group
- LC shares SRFs with the IOM Juba Coordinator as they receive them
- Clusters/Agencies coordinate with their pipeline managers and ensure delivery of supplies in Rumbek with support from IOM as needed.
- Clusters/Agencies: Preposition adequate stock in Rumbek for the response

Operational partners/pipelines UNICEF, WHO, FAO, IOM, MSF

- Coordinate and dispatch the requested items
- Issue pipeline requests and/or other relevant paperwork related to releasing of items
- Ensure timely and appropriate quantities of stock, minimum 10,000 kits worth of supplies, are delivered to IOM in a timely manner for storage and assembling
- Preposition necessary stock for the response in Rumbek
- Ensure adequate level of staffing in Rumbek and Juba assigned to this operation

NGO Focal Point for Operation JUBA

- Establish ground contact with field staff, community leaders, etc. as possible
- Organize field staff, where possible, for potential response
- Verify, where possible, number of people in need in the specific area
- Provide GPS coordinates for potential landing sites
- Raise SRF a minimum of 48 hours prior to requested departure to LC and copy the IOM Juba coordinator
- Book personnel on Heli with UNHAS a minimum of 48 hours prior to departure
- Call Logs Cluster and IOM Rumbek rep to confirm GPS coordinates, weather conditions, landing site, and security at destination morning of scheduled airlift.
- Monitor the distribution where field staff can access the area

IOM Rumbek

- Receive the supplies at the airstrip (if items are coming from Juba)- loading/offloading
- Transport items from airstrip or other agency warehouses to IOM warehouse
- Communicate to Logs Cluster the exact number of kits to be loaded per rotation in accordance with operational plan.
- Coordinate with Logs Cluster and other operational partners and flag any potential issues or gaps in the operation
- Together with LC, maintain contacts with NGO focal point to confirm necessary rotations for the day, security, weather and landing site conditions
- Support in assembling the kits
- Release relevant waybills and paperwork for the survival kits
- Maintain daily inventory and stock cards
- Assemble the kits- provide the casual labor for kit assembly and the loading of trucks with the prepared kits
- Participate in the flight rotation to support delivering the items, confirming GPS coordinates, and any other issues regarding the landing site and distribution.

Logistics Cluster & UNHAS Rumbek

- Transport the prepared kits from FAO warehouse to the airstrip- loading/offloading
- Tasking the helicopters based on submitted SRF from partner 48 hours in advance
- Receive daily security and weather reports from the field
- Maintain contacts with NGO focal point to confirm necessary rotations for the day, security, weather and landing site conditions
- UNHAS: Receive daily security and weather reports from the Logs Cluster and communicate with pilots as relevant
- UNHAS: Provide GPS coordinates to the pilots
- UNHAS: Arrange the booking for the staff accompanying the rotations as per their booking
- UNHAS: Arrange necessary security clearances for flights

Focal Point -NGO Field Staff

- When and where possible, NGO Focal point will:*
- Identify in-need populations and potential landing sites
- Inform and coordinate with local authorities on the distribution
- Notify the community on the details of the distribution (day, time, location etc.)
- Develop sensitization campaign to ensure proper utilization of kit items by IDPs.
- Ensure selected implementing partner is present on location at least a day in advance of scheduled airlift to destination.
- Receive the supplies at the landing site - offloading at the field site.
- Monitor the distribution, satisfaction of community and report back to the IOM team in Rumbek

Workflow and Staffing levels

IOM coordinates with key Clusters, OCHA, and Operational Partners/Pipeline Agencies to release the necessary items

1 IOM staff coordinating overall response and share information as needed



Operational partners/pipeline agencies transport items to Rumbek for storage and assembling in IOM. IOM will support with the transport of the stock to Rumbek as needed.

1 staff per agency coordinating in Juba

1 logistics focal point in Rumbek to help release the initial stocks for storage in IOM



IOM will receive items in the Rumbek airstrip or collect them from respective agencies in Rumbek and transport them to the IOM warehouse

1 IOM NFI staff coordination in Rumbek

1 IOM logistics staff receiving the items



IOM receive the items in the warehouse, secure offloading, fill the stock cards, and store the items

- 2 IOM staff conduct daily inventory and fill stock cards upon receipt of the items and oversee the stock movements and storage

- 1 IOM staff coordinating with the team lead for casual laborers and storekeepers



IOM assemble the kits, secure sufficient casual labors for the assembling, and monitor the process and quality, and ensure storage for the assembled kits

- IOM staff (1) tasked to oversee the casual labor

- IOM staff (1) tasked to manage the store



LC liaises with IOM regarding collection of kits. Items loaded by IOM onto LC trucks who transports them to the airstrip. LC provides laborers to offload from the trucks and load onto the heli.

- IOM staff (1) is tasked to oversee this activity and the numbers of kits loaded onto the LC truck.



Pre-booked Partner joins the rotations with UNHAS to deliver the kits to the field locations and coordinate with the field contacts on the ground.

- Partner organization

Proposed minimum staff Levels- Total	
IOM	5staff: 1 staff coordinating in Juba, 4staff in Rumbek: 3 NFI staff and 1
FAO	2 staff: 1 staff in Juba and 1 staff supporting periodically in Rumbek
<i>Pipelines</i>	
UNICEF	2 staff: 1 staff in Juba and 1 staff supporting periodically in Rumbek
WHO	2 staff: 1 staff in Juba and 1 staff supporting periodically in Rumbek
NGO Focal point	1 staff in Juba; at least 1 contact on the ground
LOGS/UNHAS*	3 coordination staff: 2 in Rumbek; 1 in Juba

Please see above a summary of the minumum staff levels for this operation. This is a proposal based on the Nyal operations. However, each agency will be in best position to determine their own staffing levels required.

Key Contacts

Please note that the "Key Contacts" list will be updated as needed per each operation.

Overall Coordination- IOM

Irfan (NFI Unit): 0914992549

ihameed@iom.int

Ilyas (S-NFI pipeline) -imasih@iom.int

WASH and Nutrition Pipeline- UNICEF

Tsedeye (RRM)
0955026512
tgirma@unicef.org

WFP

Peter- 0912 300
461
peter.mckay@wfp.org

FSL Pipeline FAO

Karim
(Emergency
Coordinator) -
0922001722
abdoulkarim.bah@fao.org

Health Pipeline- WHO

Dr. Allan (Cluster)
0955372370

Logistics- LC
Fiona Lithgow
fiona.lithgow@wfp.org

0922465747
Julie vander wiel
0922631494
julie.vanderwiel@wfp.org

OCHA

Safari (Field Unit)-
0922453870
djumapili@un.org

NGO Focal Point

e.g: Leer- Medair
Alex- 0911383620
Panyjiar & Koch- IRC
Thomas-095509109
Mayendit- SP
Ric-914 712 678

Overall Coordination- IOM

Field Coordination

Hail (NFI Unit): 0920885915

halashawe@iom.int

NGO Focal Point on the
Ground

Logistics: UNHAS and Logs
Pamela (LC): 0922465464
Ann (LC): 0912300465
Jeniffier (UNHAS):
0922465565

Pipeline
Managers
(as listed above)