

Standard Operating Procedures (SOPs)

Mobile Storage Unit (MSU) – Loan

09 October 2018

OVERVIEW

This document provides an overview of how humanitarian actors responding to the crisis in Nigeria may apply for the loan of a Mobile Storage Unit(s) (MSU) through the Logistics Sector, and the conditions under which this service will be provided.

The objective of this service is to enable responding organisations to establish an uninterrupted supply chain that supports the delivery of humanitarian relief items to the affected population. This service is not intended to replace the logistics capacities of other organisations, nor are they meant to compete with the commercial market. Rather, they are intended to fill identified gaps and provide a last resort option.

KEY NOTES TO USERS

- i) Any communications, requests, and **all documentation** related to these services should be sent to richie.bhattarai@wfp.org; cc kelly.bradley@wfp.org
- ii) Only UN Agencies, International Humanitarian Organisations, and International or National Non-Governmental Organisations (NGOs) operating in the Federal Republic of Nigeria are eligible to use these services (“Service Users”).
- iii) MSUs will be provided, subject to availability, only upon the completion of the process described below and only for a limited time (maximum of 6 months).
- iv) WFP and the Logistics Sector will prioritize allocation of MSUs to humanitarian organisations based on:
 - a. Supporting Logistics Sector partners requesting MSU loan for the purpose of providing common storage;
 - b. Supporting operations in identified “Humanitarian Hubs”;
 - c. Supporting Logistics Sector partners requesting MSU loan for their own use.

MOBILE STORAGE UNIT LOAN

The following services will be made available on a free-to-user, first-come first-serve basis:

- The Logistics Sector and WFP will make MSUs available for loan to humanitarian organizations working in North-East Nigeria (with a focus on Borno State), to be used as storage for humanitarian cargo. This is subject to availability of stock.

NOTE: Other locations in Nigeria may be considered on a case-by-case basis.

1. Service Users should submit an email (to richie.bhattacharai@wfp.org, cc kelly.bradley@wfp.org) requesting the loan of an MSU and explaining:
 - Expected use of the MSU;
 - Location;
 - Duration of the loan.
 - Challenges faced in renting a warehouse.
2. The request will be reviewed, and the Logistics Sector Team will respond to the Service User within 48 hours indicating: if there are MSUs available for loan, or not; if the initial request can be accepted, or not (with an explanation in case the response is negative); and if an official application for loan of an MSU should proceed, in which case the Logistics Sector will share with the Service User the MSU Loan Form (Annex 1).
3. The Service User will be required to complete the MSU Loan Form, and return it to the Logistics Sector focal points (to richie.bhattacharai@wfp.org, cc kelly.bradley@wfp.org) within 10 working days.
4. At the time the MSU Loan Form is returned to the Logistics Sector focal points, the Service User will also be required to provide:
 - Specific location where MSU is to be built (address and GPS coordinates);
 - Pictures of the locations, showing the site where the MSU will be built;
 - Proof that the Service User has all necessary permission (from local authorities and/or land owner) to use the location as intended.
5. At the time the MSU Loan Form is returned to the Logistics Sector focal points, the Service User must specify:
 - If WFP support for the transport of the MSU to the location where it will be built is required;
 - If assistance from WFP is required to build the MSU.
6. When all documents and notifications listed above are received, the Logistics Sector focal points will confirm with WFP and the Service User:
 - The availability and size of the MSU to be loaned;
 - The availability of transport to deliver the MSU to the building site (if requested, and as funding permits).
 - The availability of WFP staff to build the MSU (if requested, and as funding permits).
7. Upon confirmation from WFP and the Service User that an agreement has been reached, the MSU Loan Agreement will be sent for review and signature by the Service User and by WFP.
8. Upon handover of the MSU to the Service User (either at the time of its collection from WFP, or at the time of delivery to the building site) the Service User must certify receipt of the MSU by signing the appropriate documentation (i.e. WFP waybill in cases of delivery to the building site).

At the end of the loan agreement period:

9. At least one month before the expiry date of the loan agreement the Service User will notify Logistics Sector focal points of their intention to request an extension of the agreement, or of their intent to let the agreement expire.
10. In cases where the intention of the Service User is to request an extension of the loan agreement the Service User must complete a new MSU Loan Form and submit it via email (to richie.bhattarai@wfp.org, cc kelly.bradley@wfp.org); the Logistics Sector focal points will notify the Service user within 3 days if the extension is granted.
 - Preference for extension of existing MSU loans will be given in cases where circumstances delayed handover of the MSU (i.e. where more than one week passed after the start date of the loan agreement and before the actual handover of the MSU took place).
11. In cases where the intention of the Service User is to let the agreement expire, the Service User is also to notify the Logistics Sector at least one month before expiry date and the Logistics Sector will arrange for the dismantling and collection of the MSU from the building site.

LIMITATIONS AND CONDITIONS OF SERVICES

- The service may be withdrawn in part or in full, for any of the following reasons:
 - Changes in the situation on the ground,
 - No longer an agreed upon/identified need,
 - No more MSUs available,
 - Funding constraints.

Annex 1 – MSU Loan Form

Temporary Transfer of WFP Property

Location		TO:	
		No.:	
Recipient		Total Estimated Value in US\$ (letters)	Date:
<i>Name of organisation</i>			
Quantity	Description of items (incl. type, make model, inventory number)	Total cost in US\$	
1	<i>Mobile Storage facility (10x32m, unit value USD XX,XXX.XX)</i>	<i>XX,XXX.XX USD</i>	
REMARKS:			
<p>The mobile storage facilities in question will be installed in the following locations: <i>xxx</i></p> <p>The Recipient hereby agrees to the following conditions:</p> <ul style="list-style-type: none"> i) To use the above mentioned mobile storage facilities to store nothing but relief goods; ii) To return the above items to WFP no later than <i>(date)</i>. Extensions of use can be negotiated; iii) To take the sole responsibility for management, maintenance and safety of the mobile storage facilities and the items being stored; iv) To return the above items in proper conditions subject to reasonable wear and tear; v) To make space available to other organisations should the need arise; this through consultation with the Logistics Sector. <p>WFP may provide for specialized labour to ensure proper installation and demobilization of the mobile storage facilities (subject to availability).</p>			
For		For the World Food Programme:	
NAME:			
DATE:			
TITLE:			