

Mobile Storage Unit (MSU) Loan

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

Any communication, requests, and all documentation related to these services should be sent to muhsin.mufti@wfp.org keeping in copy niroj.panta@wfp.org.

Only UN Agencies, International Humanitarian Organisations, and International or National Non-Governmental Organisations (INGOs and NGOs) operating in the Federal Republic of Nigeria are eligible to use these services (“Service Users”).

MSUs will be provided, subject to availability, only upon the completion of the process described below and only for a limited time (maximum of six months).

WFP and the Logistics Sector will prioritize allocation of MSUs to humanitarian organisations based on:

- Logistics Sector partners requesting MSU loan for the purpose of providing common storage;
- Supporting operations in identified humanitarian hubs;
- Logistics Sector partners requesting MSU loan for their own use.

Overview of Services

MOBILE STORAGE UNITS

- The following services will be made available on a free-to-user, first-come first-served 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 for storage space will be considered on a case by case basis.

HOW TO ACCESS MOBILE STORAGE UNITS

- Service Users are required to submit an email to muhsin.mufti@wfp.org keeping in copy niroj.panta@wfp.org requesting the loan of an MSU and providing a justification of need:
 - Expected use of the MSU;
 - Location and GPS coordinates;

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- Duration of the loan;
 - Challenges faced in renting a warehouse.
- The request will be reviewed, and the Logistics Sector Team will respond to the Service User within 48 hours indicating whether or not the request can be accepted (with an explanation, should the request be rejected) and whether MSU(s) are available.
- Should the request be accepted, the Logistics Sector will share with the Service User the MSU Loan Form (Annex 1).
- The Service User will be required to complete the MSU Loan Form and return it to the Logistics Sector focal points (to muhsin.mufti@wfp.org keeping in copy niroj.panta@wfp.org) within ten working days.
- Alongside the MSU Loan Form, the Service User will also be required to provide:
 - Specific location where MSU is to be erected (address and GPS coordinates);
 - Pictures of the locations, showing the site where the MSU will be erected;
 - Proof that the Service User has all necessary permission (from local authorities and/or land owner) to use the location as intended.
- Alongside the MSU Loan Form, the Service User must specify:
 - If support for the transport of the MSU to the location where it will be erected is required;
 - If assistance is required to erect the MSU.
- Once all documents and notifications listed above are received, the Logistics Sector focal points will confirm to the Service User:
 - The availability and size of the MSU to be loaned;
 - The availability of transport to deliver the MSU to the specific location site (if requested, and as funding allows);
 - The availability of WFP staff to erect the MSU (if requested, and as funding allows).
- Upon confirmation from WFP, the Logistics Sector and the Service User that an agreement has been reached, the MSU Loan Agreement will be sent for review signature from WFP to the Service User.
- 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 (e.g. WFP waybill in cases of delivery to the building site).
- At least one month before the expiry date of the MSU 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 – in order for the Logistics Sector to arrange for the dismantling and collection of the MSU from the building site.
- Should the Service User wish to request an extension of the MSU Loan Agreement, the Service User must complete a new MSU Loan Form and submit it via email (to muhsin.mufti@wfp.org and in copy niroj.panta@wfp.org); the Logistics Sector focal points will notify the Service User within three days if the extension is granted.

NOTE: 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).

LIMITATIONS AND CONDITIONS OF SERVICES

- Only UN Agencies, International Humanitarian Organisations, and International or National Non-Governmental Organisations (NGOs) operating in Nigeria are eligible to use these services (“Service Users”).
- The service may be withdrawn in part or in full, for any of the following reasons:
 - Changes in the context,
 - An agreed upon/identified need no longer exists,
 - Lack of MSUs availability,
 - Funding constraints.

ANNEX 1 - MSU Loan Form

Office/Place of Issue: [...]		Date of Issue: dd-month-yyyy
Form Number: WFP – [org. abbreviation] – [number]		Duration of Loan: XX month(s)
Recipient		Total Estimated Value in US\$ (letters)
[...name of organization...]		[...total value in words...]
Quantity	Description of items (incl. type, make model, inventory number)	Total cost in US\$
X	Mobile Storage Unit - 10x32m (unit value USD 20,000)	XXX,XXX USD
X	Mobile Storage Unit - 10x24m (unit value USD 16,000)	
X	Prefabricated Office Unit (unit value USD 15,500)	
X	Generator – 16 KVA (unit value USD 21,800)	
X	[...]	
REMARKS:		
The Recipient will maintain the equipment in question in the following location: [...]		
The Recipient hereby agrees to the following conditions:		
i) To use the above-mentioned equipment to support relief activities only;		
ii) To return the above items to WFP no later than dd-month-yyyy . Extensions of use can be negotiated;		
iii) To take the sole responsibility for management, maintenance and safety of the equipment;		
iv) To take the sole responsibility, in the case of Mobile Storage Units, of all items being stored;		
v) To return the above items in proper conditions subject to reasonable wear and tear.		
WFP hereby agrees to provide for:		
vi) Delivery of the above-mentioned equipment to the specified location;		
vii) Technical assistance to ensure proper installation and demobilization of Mobile Storage Unit(s);		
viii) Technical assistance to ensure proper installation and demobilization of Prefabricated Office Unit(s).		