
GUIDELINES FOR IN-KIND DONATIONS

SUB OFFICE DADAAB, KENYA - REFUGEE OPERATION

The United Nations High Commissioner for Refugees (UNHCR) is urging prospective donors to make **cash contributions instead of in-kind donations**. A cash contribution will ensure that your donation feeds into the strategic emergency response plan being implemented by the humanitarian community and led by UNHCR, together with the Government of Kenya. In this way, the type of relief provided to the affected population will reflect the priority needs throughout the different stages of the emergency response. This can be arranged by following the process indicated on the following websites:

Private sector donations: <http://www.unhcr.org/pages/49c3646c347.html>
Individual donations: <http://www.unhcr.org/emergency/somalia/>

If you only have in-kind relief goods to offer, please read on for details about how to donate most effectively. In order for your donation to benefit the more than 425,000 refugees in the Dadaab camps in a fair manner, there are some logistical constraints to take into consideration.

Government donors wishing to give in-kind contribution worth USD 10,000 or more are requested to follow the procedures set out in the document, “Making Contributions In Kind to UNHCR, A Guide for Donors, Division of External Relations UNHCR Geneva, Updated September 2011.”

This important in order to enable UNHCR to account for and report on the use of all contributions in-kind accepted while maintaining the integrity of its accounting practices.

GENERAL CONSIDERATIONS

Experiences from recent emergencies worldwide demonstrates that an international commitment to assist those affected by conflict and sudden-onset disasters, while vital for rehabilitation of the affected nations, has also resulted in donations of goods which accumulate at ports and airports, instead of being useful to beneficiaries.

In order for humanitarian aid to be of the most benefit to affected populations, donations should be well-planned with national authorities and with the humanitarian community coordinating the relief effort. Humanitarian aid delivered during the initial phase of the response must correspond with priorities for life-saving supplies set forth by UNHCR and the Government of Kenya and be necessary and appropriate for intended beneficiaries.

Donations should be dispatched with a full manifest of comments and a consignee. Cargo that lacks documentation and adequate planning for onward delivery and distribution may have an adverse effect on relief efforts by taking up scarce resources, such as storage space, and by becoming an additional logistical burden affecting the regular work of organizations on the ground.

Please note that the UN system does not cover freight and handling costs for donations from their place of origin to points of entry nor can it guarantee logistical support beyond these points.

BASIC REQUIREMENTS FOR DONATIONS OF HUMANITARIAN RELIEF ITEMS

Donors should consult the Government of Kenya and UNHCR for advice on targeting beneficiaries. In some cases it may be more appropriate to donate to host communities rather than refugees, especially if the quantities are too small to cover the refugee population or if the proposed items would duplicate the assistance that other organisations already provide to refugees.

Coordination with humanitarian organizations: Is the aid that is being offered required?

- UNHCR is urging prospective donors to give cash rather than in-kind donations.
- UNHCR, the Government of Kenya's Department of Refugee Affairs (DRA) and the humanitarian community in Dadaab are responsible for setting priorities for the types of humanitarian aid entering Dadaab to ensure all resources are focused on the delivery of lifesaving or life-enabling materials, rather than on delivering aid that will be needed later.
- General information on needs is available in press releases and on the UNHCR Information Sharing Portal: <http://data.unhcr.org/horn-of-africa/regional.php>
- Prospective donors should consult UNHCR Dadaab (schulte@unhcr.org) before sending donations to get advice on whether the relief items offered are appropriate for the response.

Issues to Consider

- Food for the Dadaab Refugee Operation is procured and distributed by the UN World Food Programme (WFP) following a systematic and uniform approach based on the specific needs of the affected population. WFP does not have facilities available to store commodities from other organisations. Prospective donors must make their own storage arrangements prior to sending donations to Dadaab.
- Medicines and vaccines require transportation and storage at specific temperatures, in which case they may be unusable upon arrival.
- Donations of clothes should be appropriate for the climatic and cultural requirements.
- Electronic equipment should be compatible with local power supply.

Consignee – Who will receive the cargo?

- Humanitarian aid sent to Dadaab must be addressed to an entity as the intended recipient (consignee). This can be a local or international NGO or UN agency or other entity who, by prior arrangement, has agreed to take responsibility for arranging collection of the cargo once it arrives at the port or airport and for onward delivery and distribution to beneficiaries.
- Goods addressed to "UNHCR" or "Department of Refugee Affairs" should be explicitly accepted by the receiving party before being dispatched.
- Aircraft carrying cargo without a consignee will not be allocated a slot for landing at Dadaab airstrip. Cargo that arrives in Dadaab with no consignee to collect and organize its distribution takes up valuable storage space, preventing other essential relief items from offloading and causing the system to slow down considerably.

Documentation – Does this meet requirements for entry into Kenya?

- All cargo, including humanitarian relief items arriving in Kenya must be accompanied by the correct documentation in order to be accepted by the port and airport authorities, customs and others.
- Basic documentation required for relief consignments includes the following:
 - ✓ Packing List
 - ✓ Bill of Lading/Airway Bill
 - ✓ Freight Certificate
 - ✓ Declaration of Value or Invoice
 - ✓ Gift Certificate (if applicable)
 - ✓ Vehicle Title (if applicable)
 - ✓ Certificate of Origin (if applicable)
 - ✓ Phyto-sanitary Certificate (if applicable)

Note: Lack of documentation may result in cargo being refused entry to Kenya or onward movement being delayed for failure to meet requirements of the local authorities. This includes processes related to customs, ministry of finance and/or ministry of agriculture whereby demurrage may accrue and the consignor will be required to pay.

Regarding offers to donate drugs and medical equipment, and in order to avoid inappropriate donations, the following guidelines should be adhered to:

1. Donated drugs and medical equipment should address the expressed needs of the agencies working in the refugee camps, and should be discussed with the National Health Authorities prior to procurement.
2. Donated drugs must be on the national list of registered drugs and in strength and formulation similar to those used in the recipient country.
3. Donated drugs must be labelled in English including the International Non-proprietary Name (INN) or generic name, batch number, dosage form, strength, name of manufacturer, quantity in the container, storage conditions, and expiry date.
4. The date of expiration of the drugs must be no less than one year from arrival in the country.
5. Drugs should not be sent without prior consent of the recipient.
6. Drugs should be obtained from a reliable source and comply with quality standards in both donor and recipient country.
7. Returned drugs or drug samples should not be part of such donation.
8. Drugs should be packed in accordance with international shipping regulations, and be accompanied by a detailed packing list which specifies the contents of each numbered carton by INN, dosage form, quantity, batch number, expiry date, volume, weight, and any special storage conditions.
9. Drug donors should inform recipients of proposed donations; pay costs, unless specifically agreed otherwise with the recipient in advance.
10. At the camp level, only health agencies providing clinical services are authorized to accept drug or medical equipment donations.

UNHCR KENYA POLICY ON FOOD DONATIONS

1. All nutritional products must be approved by the World Health Organisation (WHO) and the United Nations Children's Fund at global level as *safe to treat or prevent a condition*.
2. All products to be cleared by the Kenya Bureau of Standards as safe for use in Kenya.
3. All products donated to refugees must be cleared by the relevant ministry, the DRA and UNHCR before being shipped to Kenya or risk blockage on importation.

4. Minimum donations for the refugee population in general must be sufficient to provide the item to all refugee households, or if for use by section of population, must be sufficient for minimum of three months supply to all and not partially. This would mean that to be accepted the donation must be AT MINIMUM sufficient in quantity to cover the refugee population of some 540,000 individuals of 108,000 households.
5. Any donations of insufficient quantity must be especially approved by UNHCR for use in the health facilities to feed in-patients and will not be distributed to the general population.
6. Acceptance/use of any special nutrition products or food will include considerations of the potential interaction with other products in use in order to avoid toxicity
7. Without question, UNHCR will NOT accept any of the following items:
 - Products containing milk or milk products without evidence of its global approval by WHO.
 - Products containing pork or any pork by-products.
 - Products without an expiry date that is one year from the date of shipment to Kenya.
 - Products that do not have clear contents label and clear health consumption certificate.
 - Products targeted to infants or young children, including but not limited to breast milk substitutes or milk powders.
 - Non-fortified salt, oil or flour.
8. All food donations should be accompanied by a cash contribution to cover inland transport, storage and distribution costs of the donated commodity.
9. No genetically modified or bio tech foods will be accepted unless it is specifically declared as such and specifically cleared by the Government of Kenya.
10. UNHCR distributes only foods that meet the food safety standards of both donor and recipient countries that are deemed as safe for human consumption.
11. Donations must adhere to the guidelines and of the Codex Alimentarius Commission.
12. UNHCR operates on the assumption that governments (e.g. KEBS) exercise due diligence in setting and applying national regulations with regard to exports and imports of food commodities.

Special Note on Donations of Infant Formula:

In accordance with internationally accepted guidelines, donations and distribution of infant formula, bottles, teats, and other powdered or liquid milk and milk products should not be made. The uncontrolled use of these products could endanger infants' lives.

HOW TO MAKE IN-KIND DONATIONS OF SERVICES

- The humanitarian community in Dadaab is responsible for setting priorities for the types of humanitarian aid entering Dadaab to ensure that all resources are focused on the delivery of life saving or life-enabling programmes.
- Potential donors should consult the UNHCR External Relations before dispatching any personnel, to get advice on whether the type of services proposed is indeed a requirement for the response, is appropriate for the affected population and is taken into account in existing coordination mechanisms.
- Services offered should be self-sufficient in terms of accommodation, inland transportation, etc.

Distribution of relief items - Only by UNHCR and its relevant partners :

For two decades, UNHCR and its partners established a robust system for the distribution of food and core relief items in the Dadaab refugee operation. Thus, all donated items are preferred to be channelled through the existing distribution system in order to maintain the accountability framework and distribution time-table. Upon request, Distribution Reports can be provided. Direct distribution by donors is not the preferred option.

For further details please contact:

**Ms. Bettina Schulte
Associate External Relations Officer
UNHCR Dadaab, Kenya
schulte@unhcr.org
Tel.: +254 720 095 990**

