

UNFPA Kit Distribution Procedure for Implementing Partners

General Procedure:

1. Fill out the attached Partner Assessment Form and send to Dr. Abraham at UNFPA (thubo@unfpa.org) or Marcy Hersh (marcy.hersh@gmail.com).
2. UNFPA will send out a Memorandum of Understanding (MOU). Sign and return 2 hard copies to UNFPA.
3. UNFPA head of office signs MOU. This agreement will be valid for 12 months.
4. Implementing partner may begin requesting kits using the Emergency RH Kits Requisition Form.
5. Upon receipt of requisition form, UNFPA will release kits from the warehouse at Juba Teaching Hospital. Implementing partner may pick up kits.
6. Implementing partners must complete a monthly report form to monitor kit usage.

Emergency Procedure:

For use in an emergency situation where kits are required, but there is no existing MOU between UNFPA and the implementing partner

1. Implementing partner contacts Dr. Abraham at UNFPA (thubo@unfpa.org) explaining emergency situation, size of population needing kits, and partner's capacity to deliver services.
2. UNFPA will immediately release kits from the warehouse for partner pick up.