

Product and Services Donation Process

1. Assessment

If you would like to make an in-kind donation, please first review the list of products and services that are usually needed by UNHCR, which can be shared separately. If you think there is a match, we need the following information to assess the offer:

1. Offer description (e.g. quantities, weight, sizes, expiry dates - as many product details as possible)
2. Availability, current location(s) and constraints on where you will ship to (if any)
3. Commitment to arrange and pay for transport

All donors wishing to make in-kind donations will be screened according to UNHCR's due diligence policy.

2. Acceptance

If your offer meets the required criteria, we will let you know which UNHCR location or team would like to receive the donation.

Once you approve the suggested location and/or use of your donation, we will formalise acceptance of the donation by way of a simple pledge letter which outlines the commitment of both your company and UK for UNHCR, and any agreed reporting expectations.

3. Transport

Once a donation has been formally accepted, you can begin arranging shipment to the designated location.

Shipping instructions will be provided by us, and you will be required to provide the following documentation:

- Bill of lading/airway bill
- Packing list
- Gift certificate
- Certificate of origin
- Proforma/donation invoice – we will provide you with a PO for this

Once all the above has been received, we will issue a green light and only then can you arrange shipment.

Example templates of the required documentation is available on request.

5. Distribution

UNHCR will screen the donated items to ensure that no inappropriate items are distributed to refugees and other displaced populations. Where reporting requirements have been agreed, distribution photos and/or interviews with will be captured where appropriate.

4. Donation Receipt

Once the donation arrives at its intended destination, we will create a receipt for you to confirm the quantity of the goods donated against the original offer.

If there are discrepancies, we will let you know and together we will double check this.

6. Acknowledgement

UK for UNHCR is grateful for every donation and will endeavour, where possible, to report on the impact of the donor contribution.

All companies donating in-kind goods or services that reach the value of £100,000 will be recognised as a Corporate Partner of UK for UNHCR.

How to be a successful GIK donor

- Offer only new, unused items
- Meet the minimum requirement of one-year expiry date for medical, hygiene and food products
- Prompt communications
- Avoid inappropriate goods e.g. military patterned clothing
- Pack and sort clearly, with all requested documentation included
- Wait for the green light to ship