

## Project Proposal

Organization	CARE (CARE International)																																	
Project Title	Emergency Cash Response for Refugees in Khost Province																																	
Fund Code	AFG-15/O580/SA1/MS/INGO/359																																	
Cluster	<b>Primary cluster</b>	<b>Sub cluster</b>																																
	MULTI-SECTOR	None																																
Project Allocation	2015 1st CHF Standard Allocation / Call for Proposals	Allocation Category Type																																
Project budget in US\$	576,712.93	Planned project duration	12 months																															
Planned Start Date	01/06/2015	Planned End Date	31/05/2016																															
OPS Details	OPS Code	OPS Budget	0.00																															
	OPS Project Ranking	OPS Gender Marker																																
Project Summary	CARE Afghanistan proposes to meet the emergency needs of 1250 refugee and host families in Matun and Gorboz districts in Khost province. These 1250 families will be provided with cash support through Cash for Work and Unconditional Cash Grants. This intervention is building on the winterization support CARE provided to these families from December 2014 until February 2015 upon request by UNHCR. UNHCR reports military operations in North Waziristan Agency have expanded and as of early January 2015 there are an estimated 285,000 refugees and almost 10,000 undocumented Afghan returnees in Khost and Paktika provinces. Due to ongoing reports of IED detonation against relief convoys to Gulan camp in Gorboz district, CARE will conduct a safety and security assessment before each scheduled transport of cash to distribution points and in case transportation and/or distribution is deemed unsafe, alternative solutions will be sought with the donor.																																	
Direct beneficiaries	<table border="1"> <thead> <tr> <th></th> <th>Men</th> <th>Women</th> <th>Boys</th> <th>Girls</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Beneficiary Summary</td> <td>1656</td> <td>1627</td> <td>2944</td> <td>2952</td> <td>9,179</td> </tr> <tr> <td colspan="6"><b>Total beneficiaries include the following:</b></td> </tr> <tr> <td>Host Communities</td> <td>167</td> <td>163</td> <td>294</td> <td>295</td> <td>919</td> </tr> <tr> <td>Refugees</td> <td>1489</td> <td>1464</td> <td>2650</td> <td>2657</td> <td>8260</td> </tr> </tbody> </table>					Men	Women	Boys	Girls	Total	Beneficiary Summary	1656	1627	2944	2952	9,179	<b>Total beneficiaries include the following:</b>						Host Communities	167	163	294	295	919	Refugees	1489	1464	2650	2657	8260
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Indirect Beneficiaries	CARE's aim is also to support the local market. Rental vehicles will be hired from Matun district for transportation of staff, cash and project materials which will also indirectly benefit the residents. CARE will recruit surveyors and distributors from Matun district if the capacity is available. The Cash for Work activities such as rehabilitation of roads, protection walls, gabion weaving (for women) and irrigation channels will also benefit the residents in the target area as these are interventions that CDCs and government are unable to fund themselves in times of crisis.	Catchment Population																																
Link with the Allocation Strategy	One of the priorities of the 1st Standard Allocation of 2015 is to support vulnerable communities at risk in Khost and Paktika provinces focusing on refugees and returnees and has highlighted shelter, protection, WASH, livelihoods, health, together with food assistance, as most urgent needs, as a continued large scale arrival of Afghan returnees and Pakistani refugees is to be expected. UNHCR has confirmed to CARE that refugees and their host families have unmet needs in Matun and Gorboz districts and CARE is therefore proposing to provide cash assistance to the families CARE has been supporting through the winter. As the refugees and returnees are not static and still moving around, we aim to conduct a more detailed needs assessment to also include recent returnees in CARE target locations once the project has been approved.																																	
Sub-Grants to Implementing Partners			Other funding Secured For the Same Project (to date)																															
Organization focal point contact details	Name	Title	Phone	Email																														
	Jolien Veldwijk	Program Development Coordinator	+93793570388	jolien.veldwijk@gmail.com																														
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## BACKGROUND INFORMATION

- 1. Humanitarian context analysis..** Humanitarian context: Describe the current humanitarian situation in the specific locations where this project will be implemented
- Military operations that began in June 2014 by the Government of Pakistan in North Waziristan, Pakistan resulted in displacement within Pakistan and into Afghanistan. According to the United Nations Refugee Agency (UNHCR, 1 April 2015), 34,915 families (241,626 individuals) have fled to Afghanistan with 174,307 individuals in Khost and 67,319 individuals in Paktika since the start of these military operations. These include undocumented Afghan returnees, a large number among them returned from Pakistan to Afghanistan because of the attack of Pakistani Taliban on a public army school in Peshawar, Khyber Pakhtunkhwa province, on 16 December. Moreover, the military operations in North Waziristan Agency (NWA) in Pakistan have been expanded and are expecting to cause the refugee crisis to continue and the number of refugees and returnees to grow. So far, the displaced population has either been living with host communities, in the open or within Gulan camp situated in Gorboz district of Khost province. Significant pressure has been placed on host communities and their resources will not stretch to support refugee families any further. UNHCR is leading the refugee response in close coordination with the Afghanistan government. A task force was established in Kabul to lead the formulation of the strategy and coordinate the refugee response. The taskforce includes UN agencies along with national and international NGOs including CARE International in Afghanistan. As of September 2014, CARE has provided 5,450 families with NFIs and tents in Khost province (funded by DFATD and CHF). The identification of families and distribution of items took place in coordination with UNHCR and local government representatives.
- 2. Needs assessment.** Explain the specific needs of the target group(s), explaining existing capacity and gaps. State how the needs assessment was conducted, list any baseline data and explain how the number of beneficiaries has been developed. Indicates references to assessments such as Multi-cluster/sector Initial Rapid Assessments (MIRA)
- CARE conducted a post-distribution assessment on 17-19 March 2015 in Matun and Gorboz districts of Khost province. This Post-distribution assessment aim was to validate delivery of winterization kits to the identified beneficiaries in Matun and Gorboz districts Khost province under Winterization for Refugees and their Host Families project funded by CHF. Additionally it was also aimed to find out the unmet needs of beneficiaries in those districts. In order to conduct the assessment CARE Humanitarian Rural Assistance Program (H-RAP) M&E Unit developed a questionnaire. 180 individual beneficiaries (including 90 female) were interviewed. Following the assessment, the collected data was entered into the data sheet and then cleaned, analyzed and reported below:  
The assessment confirmed that the items in the distributed winterization packages were satisfactory to the beneficiaries. The beneficiaries were asked to share their concern about their unmet needs since they fled from their place of origin (North Waziristan), the beneficiaries picked employment, shelter, food and water as their unmet needs so far. Out of 180 beneficiaries interviewed 139 (77%) beneficiaries selected shelter as their unmet need; a total of 48 (26%) interviewed beneficiaries picked food; 40 (20%) beneficiaries indicated that their water needs are not met; and finally 53 (29%) interviewed beneficiaries selected employment/cash as their unmet need.  
The Khost and Paktika situation update published by UNCHR on March 25, 2015 also confirms the findings of the post-distribution assessment by declaring that shelter remains as the top priority for the refugees. Livelihood opportunities (in particular for poor families), health and WASH are areas that require attention as well according to UNCHR update.
- 3. Description Of Beneficiaries**
- CARE is aiming to target vulnerable refugee and returnee families and their hosts in Matun and Gorboz districts. They have traveled for three to four hours to get to Khost and some of them were able to bring their livestock. The refugees from Waziristan are generally Pashtun just like their hosts in Khost. CARE has observed that some refugee families live in tents whereas others have moved in with their relatives and are sharing houses and rooms. Together with UNHCR, ANDMA and DoRR, CARE has made selection of most vulnerable refugee and host households during CARE's last intervention. When the project starts, CARE will conduct further needs assessments to include newly arrived returnee and refugee households. CARE will also establish a Beneficiary Selection Committee consisting of

CARE Staff, representatives of Community Development Councils, Women Committees (part of CDCs), community elders and local government representatives. The BSC will establish beneficiary selection criteria. These criteria will look at the following: Woman-headed HHs, HHs headed up by a person with disability, or HHs headed up by an elderly person and don't have an able-bodied family member to work; HHs which are of larger size and are unemployed; HHs who have not received assistance in the past. The next level of criteria looks at: Living conditions (tent or sharing mud room in settlement); Living in relative's house; income levels (less than AFN 5000/ month); lack of clothing, heating materials and assets; Coping strategies such as selling of assets for purchasing of basic food items, decreasing number of meals per day, taking loans to meet basic needs, begging; families who send children to work. Once the criteria have been applied by the BSC CARE will conduct door to door assessments to confirm the findings of the earlier conducted assessment currently planned for May 2015 as well as the beneficiary households the BSC CARE is aware there is a lot of movement among refugees who are not settled in a camp.

**4. Grant Request Justification.**

CARE proposes to continue supporting the most urgent needs of recently arrived Pakistan refugees and Afghan returnees in Khost province. The Afghanistan Humanitarian Needs Overview for 2015 ranks Khost province at 3.0 on the Overall Needs Index and 2.6 on the Vulnerability Score (p. 17). The Afghanistan Strategic Response Plan for 2015 calls for immediate and appropriate service delivery of shelter & NFIs through assessment, prepositioning and post-distribution monitoring. Even though Matun district only scores a 1.6 on a scale of 1 to 5 on the Khost and Paktika Needs Index (HNO, p. 15), UNHCR documentation shows that the number of refugee and returnee families in Matun continues to grow (HNO, p. 14). Building on CARE's experience in providing assistance to displaced populations emergency cash assistance will be provided in coordination with relevant humanitarian actors in Khost province based on rapid needs assessments targeting the most vulnerable of the population. Cash to improve livelihoods will be distributed using two mechanisms: 1) Cash for Work (CFW) for families with an able-bodied jobless family member and 2) Unconditional Cash Grants (UCG) for women supported households or for families who do not have an able-bodied family member to participate in the activities. The CFW activities will focus on rehabilitation of roads, protection walls, irrigation channels and gabion weaving (for women).

**5. Complementarity.** Explain how the project will complement previous or ongoing projects/activities implemented by your organization.

CARE provided NFIs and tents to the Pakistani refugees upon request from ANDMA and DoRR with Canadian funding from August to end of October of 2014 focusing on Gorboz district. CARE provided 1,080 HHs with emergency tents/shelters and 2,635 HHs with NFIs (each HH received 2 Plastic sheets, 1 Cooking set, 1 Hygiene kit, 1 Woman Sanitary kit, 3 Blankets and 2 Jerry cans). CARE through CHF funding for the Winterization Assistance for Refugees and their Host Families project provided winter support to a total of 1,750 HHs from Dec 21, 2014 to March 7, 2015. Moreover, CARE has been working in Khost province since 1994 implementing various primary and lower secondary community based education projects to address the major obstacles that keep Afghan children, particularly girls, out of school. This program provides us with access to communities in five districts and CARE will use the relationships with these communities to gain access for provision of winter support to refugee families and their host households.

**LOGICAL FRAMEWORK**

**Overall project objective** To respond to emergency needs of Pakistani refugees, Afghan returnees and their host families in Khost province

**Logical Framework details for MULTI-SECTOR**

Cluster objectives	Strategic Response Plan (SRP) objectives	Percentage of activities
Objective 3: Immediate Humanitarian Needs for Refugee and Returnees and Undocumented Vulnerable Migrant Returnees are met	3. Timely response to affected populations	100

**Outcome 1** Increased access to short-term income support for at-risk populations, including women.

Code	Description	Assumptions & Risks
<b>Output 1.1</b>	Affected people have living materials and cash to preserve their life, health and dignity	<p>There is a risk that CARE staff security and safety will reach an unacceptable level limiting their movement and access to targeted populations. Mitigation: "Staff safety is the first priority. A balanced approach is followed in which program staff constantly seek enablers (such as community outreach, or new information on the credibility of threats for continuing, expanding, or re-starting operations. "CARE Afghanistan has a security unit in Kabul whose function is security monitoring, analysis and recommendations for safe programming operations. The security and program units maintain regular communication with CARE field offices, resorting to daily communication if the security situation warrants with procedures to follow dependent on the security situation. "As a policy, staff are hired locally, whenever possible. "CARE will conduct a safety and security assessment prior to any scheduled transport and distribution to decide whether it is safe for staff and beneficiaries to transport and distribute cash.</p> <p>There is a risk that securing women's participation in project activities will not succeed and be prohibited. Mitigation: "CARE Afghanistan has been working in Khost for over 20 years with the involvement of women in all its projects. "CARE hires local female and male staff in the provinces who are familiar and conscious of local social customs and mores. "At the start of all projects, there is a social mobilization step/phase that involves sharing the project purpose and approach, and consulting with community members and influential leaders regarding women's participation in project activities, as well as with women leaders and women members of the community.</p> <p>There is a risk that aid will be diverted to armed opposition groups. "Staff are hired locally when possible who have familiarity, including relationships, with the various actors in the project area. "CARE has purchased software that vets all staff, vendors, and partners involved in the project against a list of individuals and organizations suspected of dealing with or funding terrorism. The software searches lists are maintained by the US government, European Union and the United Nations and any match will exclude that individual or organization from involvement with the project.</p> <p>There is a risk that the 'Hawalador' gets robbed on the way to the cash distribution point. "Hawalador is responsible for transporting the cash to the cash distribution points. Therefore the risk is transferred from CARE to the 'hawalador'. However, CARE experience in Khost shows that the 'hawala' system is commonly used in Khost because banks in for instance Gorboz districts are scarce, and that the 'hawaladors' have their own risk mitigation strategies for cash transportation.</p> <p>There is a risk that cash distribution points might be robbed. "CARE will keep the location of the cash distribution points secret until the last minute. "CARE will keep the cash distribution schedule secret as long as possible and will only share the schedule with only the necessary people.</p> <p>CARE assumes weather situations will not affect timely delivery and distribution of cash and implementation of community projects through Cash for Work activities.</p>

**Indicators**

Code	Cluster	Indicator	End Cycle Beneficiaries				End-Cycle Target
			Men	Women	Boys	Girls	
Indicator 1.1.1	MULTI-SECTOR	Number of families receiving cash assistance					1250
<b>Means of Verification:</b>		Baseline will confirm the set target. Cash receipts documents, bi-weekly project reports, records of monitoring visits, Human Interest Stories, project photo stories, beneficiary lists and post-distribution assessment will confirm if target has been met.					
Indicator 1.1.2	MULTI-SECTOR	Number of families receiving cash assistance through Unconditional Cash Grants					250

<b>Means of Verification:</b>		Baseline survey will confirm the set target. Cash receipts documents, bi-weekly project reports, records of monitoring visits, Human Interest Stories, project photo stories, beneficiary lists and post-distribution assessment will confirm if target has been met.									
Indicator 1.1.3	MULTI-SECTOR	Number of families receiving cash assistance through Cash for Work									1000
<b>Means of Verification:</b>		Baseline will confirm the set target. Cash receipts documents, bi-weekly project reports, records of monitoring visits, Human Interest Stories, project photo stories, beneficiary lists and post-distribution assessment will confirm if target has been met.									
Indicator 1.1.4	MULTI-SECTOR	Number of families are using the cash assistance to meet their basic needs such as shelter, food, NFIs and medicine.									1250
<b>Means of Verification:</b>		Baseline survey supported by beneficiary selection criteria will confirm the set target. Bi-weekly project reports, records of monitoring visits, Human Interest Stories, project photo stories, beneficiary lists and post-distribution assessment will confirm if target has been met.									
Indicator 1.1.5	MULTI-SECTOR	Number of community projects through cash for work activities									20
<b>Means of Verification:</b>		Technical survey will confirm the set target. Bi-weekly project reports, records of monitoring visits, Human Interest Stories, project photo stories, lists of projects and their sites and post-distribution assessment will confirm if the target has been met									
Indicator 1.1.6	MULTI-SECTOR	Families who have been provided with the cash assistance are satisfied									1250
<b>Means of Verification:</b>		Baseline survey supported by beneficiary selection criteria will confirm the set target. Bi-weekly project reports, records of monitoring visits, Human Interest Stories, project photo stories, beneficiary lists and post-distribution assessment will confirm if target has been met.									
Indicator 1.1.7	MULTI-SECTOR	Number of women receiving cash assistance through Cash for Work									400
<b>Means of Verification:</b>		Baseline will confirm the set target. Cash receipts documents, bi-weekly project reports, records of monitoring visits, Human Interest Stories, project photo stories, beneficiary lists and post-distribution assessment will confirm if target has been met.									

**Activities**

Activity 1.1.1	Coordination with DoRR, ANDMA and humanitarian actors to confirm if CARE can work with the same vulnerable communities and a portion of the same beneficiaries within Matun and Gorbob districts of Khost province CARE was serving from mid-Dec until the end of February 2015. In December 2014 these beneficiaries were identified by UNHCR. Signing of MoU with DoRR and ANDMA.
Activity 1.1.2	Community Orientation: Provide orientation to Community Development Councils and Women Committees (part of CDC) of target communities and local line ministry representatives concerning the project and review the component of cash support to the most vulnerable households to allow for their input. During these orientation meetings, beneficiary selection will be discussed to clarify that 10% of targeted beneficiaries will be from host communities and 90% from refugee communities. Which Cash for Work activities would be suitable for the target locations will also be discussed such as rehabilitation of roads, garbage collection, protection walls and water supply infrastructures.
Activity 1.1.3	Assessments: At the start of the project several assessments will need to be conducted: 1) Needs assessment and baseline among the beneficiary households to re-confirm beneficiary lists provided by UNHCR during CARE's first CHF project in Khost in order to identify who qualifies for cash assistance; 2) Technical Assessments to gain understanding where CARE can facilitate which kind of community projects to be implemented through Cash for Work; and 3) Labor Market Survey to assess labor availability, available skills, and cost of labor is (unskilled and based on different skill categories). CARE will adjust rates accordingly. In order to avoid conflict in the communities, CARE's daily wage rates cannot be higher or lower than the average market rate. As the employment rate is so high, this project is not expected to negatively impact the market. This was also confirmed by meeting with Cash Working Group.
Activity 1.1.4	Beneficiary Selection: CARE will establish Beneficiary Selection Committees (BSC) comprised of CARE staff, local shura members who represent the refugees, Community Development Council (CDC) members who represent the host communities, Women Committees (WC) who represent female community members and District Development Assembly members. These committees will verify identified vulnerable beneficiaries for cash assistance through door to door assessments. Lists with final selected beneficiaries will be posted in public places such as mosques within the community after completion of Beneficiary Selection process for transparency and accountability to the beneficiaries. If community members disagree with the selected beneficiaries, they can raise a claim with the BSC who can then check if the selection needs to be adjusted.
Activity 1.1.5	Site and Activity Selection for Community projects: CARE will ensure to select activities that do not take work away from local community members and will also endeavor to involve women in activities where possible such as gabion weaving, quilting blankets and providing food and water to the male workers. Sites for Cash for Work activities will also be selected together with Community Development Councils, representatives of local refugee shura, Women Committees and local line ministry representatives.
Activity 1.1.6	Procurement: CARE's first priority is to find the tools and materials for Cash for Work activities/community projects in local markets of Matun district. A Request for Quotation to potential and capable vendors; vendors will be selected based on the cost and quality of goods and contract process; the items will be procured from selected vendor and this vendor will deliver these items to the CARE warehouse in Matun district. First priority is to find vendors in the local markets of Matun districts. Otherwise CARE will approach vendors in Kabul.
Activity 1.1.7	Community projects: Implementation of Cash for Work activities at the sites selected by the community, local government and refugee representatives. At the start of implementation, the CFW beneficiaries will be trained in gabion weaving and will also receive orientation in work place safety. Additional technical training will be provided by the field engineer and foremen where needed.
Activity 1.1.8	Cash distribution: CARE will distribute cash using the local money transfer system also known as the 'Hawala' system. It minimizes the risk to staff that carrying large sums of money into remote and in some cases insecure areas would bring. Cash is not directly handled by CARE staff. The money dealer or cash committee will distribute the cash directly to the beneficiaries with CARE staff representatives of the host and refugee communities (Cash Distribution Committee) monitoring the distribution. Please refer to the CARE Cash Distribution Best Practices in Afghanistan paper uploaded in 'Documents'.
Activity 1.1.9	CARE conducts Post Distribution Monitoring and Satisfaction Surveys, document Human Interest Stories and photo documentaries (as per CARE low visibility policy and photo guidance) and will provide the CHF Remote Call Monitoring Campaign with stakeholder information.

**WORK PLAN**

Project workplan for activities defined in the Logical framework	Activity Description (Month)	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		2015							X					
Activity 1.1.1 Coordination with DoRR, ANDMA and humanitarian actors to confirm if CARE can work with the same vulnerable communities and a portion of the same beneficiaries within Matun and Gorbob districts of Khost province CARE was serving from mid-Dec until the end of February 2015. In December 2014 these beneficiaries were identified by UNHCR. Signing of MoU with DoRR and ANDMA.	2016													
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	2016	X	X	X																
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	2016	X	X	X	X															
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	2016			X	X	X														

**M & R DETAILS**

**Monitoring & Reporting Plan:**  
Describe how you will monitor the implementation of each activity. Describe the tools you plan to use (checklist, photo, questionnaires, interviews, suggestion box etc.) in order to collect data and how you will store data. Explain the frequency type and protocol of reporting (how often do you report about what to whom?). State if, when and how you plan to evaluate your project .

CARE Afghanistan project staff will be responsible for day to day monitoring of project activities with oversight from the Humanitarian Rural Assistance Monitoring and Evaluation Unit and the Program Quality Unit based in Kabul.  
At the start of the project, a detailed monitoring and evaluation (M&E) plan, and detailed implementation plan will be developed to assist project staffs to track the project progress. The M&E plan for the proposed CHF project will include the agreed results to be achieved by the interventions, as well as indicators to measure those results.  
CARE will verify project outputs and indicators indicated in the project Logical Framework (LFA) by using M&E tools and methods to ensure that all the interventions and activities happen in a timely manner, to the right beneficiaries and with the agreed quality and quantity. Monthly reports, quarterly interim reports, assessment reports, a final report and special reports will be generated from this data to report on the project's planned outputs, activities and targets. Tools CARE Afghanistan uses are Human Interest Stories (HIS), monitoring reports, post distribution monitoring reports, project visit reports, CfW scheme files and photo documentaries (as per CARE low visibility policy and photo consent forms).  
Procurement of project materials and tools will be handled and monitored by CARE's procurement unit and project staff through evaluating the Requests for Quotations and forms tracking transport, delivery and distribution of items. The project will also involve the communities (women and men community members, Community Development Councils, Women Sub Committees and Beneficiary Selection Committees) in project monitoring to ensure accountability and transparency. Government representatives will also be encouraged to participate in activity monitoring. CARE will coordinate with UNOCHA/CHF to facilitate their Remote Call Monitoring Campaign by providing stakeholder information next to CARE's standard post distribution monitoring.  
Given the worsening security environment in Afghanistan remote programming modalities are becoming more common. When areas become inaccessible and programming is not suspended, CARE will resort to a form of remote monitoring with more frequent communication via telephone as well as reports between provincial and field offices with CARE's main office in Kabul. If the situation deteriorates, CARE will inform CHF timely.

**OTHER INFORMATION**

Accountability to Affected Populations

CARE will work closely with local stakeholders, including the targeted community members, Community Development Committees and Women Committees in order to establish Beneficiary Selection Committees to carry-out beneficiary selection surveys together with CARE project staff. This includes establishing Complaint Handling Committees (CHC) with female members who will oversee implementation of project activities and ensure that complaints will be dealt with in a timely and satisfactory manner. This ensures accountability within the project target areas and creates trust between CARE, the beneficiaries and the community. It also ensures women's participation in key activities. In this and other project activities, CARE will devise strategies to ensure that women are able participate in project activities equally with men.  
  
Grievances can be received via telephone or in person. The phone number of the Complain Handling Committee (CHC) will be distributed to beneficiaries and in case the beneficiaries have complaints about project activities, they can contact the CHC and raise their concerns. Complaints can also be recorded from personal visits to CARE offices at district, provincial and country office level. As with all complaints mechanisms established, every effort will be made to prevent harm and unintended negative consequences on those making complaints, protect confidentiality and encourage reporting of complaints and concerns in a safe environment.

Implementation Plan: Describe for each activity how you plan to implement it and who is carrying out what.

Project setup includes recruitment of a field supervisor (FS), Community workers (male and female), a Project Admin Officer, a Field Engineer and two Foremen. The project will be managed in Khost by the FS (100%) who oversees the Community Workers, Field Engineer and Foremen and all project activities. The FS reports to the Humanitarian Program Manager and Humanitarian and Rural Assistance Program Monitoring and Evaluation Unit who provides expertise, conducts monitoring visits and writes the reports. The Humanitarian Program Manager reports to the Sr. Program Coordinator who oversees the entire CARE Humanitarian and Rural Assistance Program. The two community workers, the field engineer and 2 foremen will be able to cover all target locations, because CARE implemented first CHF project in same locations recently.  
Other activities include setting up the office and warehouse in Khost; project launch workshop for staff; project orientation with DoRR and DoEC at provincial level, signing MoU with DoRR and ANDMA and submitting these and other project documents to MoEc, meeting with DDAs and District Governor for project orientation and participating in coordination meetings facilitated by UNHCR and PDMC in Kabul and Khost.  
Selection of beneficiaries: CARE will share criteria of eligibility for CFW and UCG interventions with stakeholders (community, government, local refugee shura, other NGOs and UNHCR) and coordinate with relevant organizations at provincial level (OCHA, UNHCR, NGOs, ANDMA and DoRR) to confirm criteria to identify the most vulnerable households in Khost. Criteria will be shared with the communities for selection of the most vulnerable male and female participants of the project. A BSC will be established with CDCs, local refugee shura and WCs in each community and will select the most vulnerable men and women within the community in accordance with the selection criteria and cultural context. 1,000 HHs will be selected for CfW and 250 HHs without an able-bodied family member will be selected for UCG. CARE will validate, confirm and publicize beneficiary lists in public places as well as announce them in meetings with community members. CARE will secure leadership commitment to support, mobilize, resolve problems, assure equitable participation (men/women), facilitate linkages, and generally support the implementation of the project.  
Selection of CfW activities and sites: It is important that CARE and beneficiary communities select activities that do not take away work from the members of the host communities but are useful. Further analysis on possibilities will be done with communities and representatives from line ministries, but generally CARE Cash for Work interventions focus on road and water supply rehabilitation as these are activities beneficial to the whole community but do not usually get done in times of

emergency as there is no funding from the community or government. Activities for women will include gabion weaving for protection walls; providing food and water for the male CFW laborers and quilting blankets. Cash will be distributed using the traditional 'Hawala' system, please see Best Practices paper in 'documents'. The distribution of cash to most vulnerable HHs by 'Hawaladors' will be certified by the Cash Distribution Committee. As per discussed with Cash Working Group, CARE chose against using vouchers because of the following expected challenges: 1) Availability of market especially in Gurboz district; 2) The families may have different needs than what CARE is able to contract shopkeepers for; 3) Vouchers can impact markets negatively as due to the demand the shopkeepers may increase the cost of the items and the host community would be affected; 4) If CARE contracts shopkeepers outside target locations because of lack of availability, then reaching markets and transporting the items would be costly for the refugees; and 5) beneficiaries losing vouchers will be big a challenge

Coordination with other Organizations in project area

Name of the organization	Areas/activities of collaboration and rationale
1. Department of Refugees and Repatriation	Since MoRR/DoRR is the government coordination body in relation to refugees, CARE will present the project to department in the start up phase and will coordinate with it during all project implementation process including beneficiary selection, distribution and monitoring. Also the selection of the activities and structures selected for cash for work will be coordinated with DoRR, It will also improve the accountability and transparency in the project. coordination with MoRR/DoRR will avoid duplication of beneficiaries and fill the gaps, CARE field staff will attend in the meetings called by DoRR and will present project progress and achievements
2. UNHCR	CARE will coordinate with UNCHR at every phase of the project, both with the cluster coordinator in Kabul as well as with the coordinators and managers on the ground in Khost. CARE will coordinate the list of beneficiary with UNHCR Khost office for verification to ensure their registration, also CARE will participate in regular meeting of Khost and Paktika refugee task force meetings in Kabul established by UNHCR.
3. ANDMA and Provincial Disaster Management Committee	CARE will coordinate the project activities with ANDMA and Provincial disaster management committee of Khost province as humanitarian body of the province to identify the humanitarian gaps and prevent duplication, also the project would be coordinated in all stage with the committee assigned by governor of Khost to manage and follow up the refugee affairs, CARE will participate in the meetings called by PDMC and present the progress and coordinate project activities.
4. District Authorities	The project would be presented to the targeted districts authorities in start up phase of the project and all activities would be coordinated with districts authorities to ensure access to the areas manage any conflict occurred in distribution and other project activities.
5. Norwegian Refugee Council	NRC is one of the main organizations supporting refugees in the area. CARE had several meetings with NRC in Khost as well as in Kabul to design this project. The project will be implemented in close coordination and cooperation with NRC and any other organization working in Gorbuz and Matun districts to fill any gaps and to avoid overlap and duplication.
6. International Rescue Committee	IRC is the main National Solidarity Project (NSP) Facilitating Partner in Khost and also one of the main organizations supporting refugees in the area. CARE had several meetings with IRC in Khost to design this project. The project will be implemented in close coordination and cooperation with IRC.
7. Ministry of Rehabilitation and Rural Development/National Solidarity Program	CARE is one of the main Facilitating Partners of NSP in Afghanistan and will closely cooperate with the NSP district offices and IRC (As NSP Facilitating Partner in Khost) to involve them in the selection of community projects and project sites.
8. Provincial Disaster Management Committee	The PDMC will be involved during inception phase when beneficiaries, activities and sites are being finalised. The project management team will also meet regular with PDMC for updates on progress.
9. Department of Labor, Social Affairs, Martyrs and Disabled	As per recommendation of the Cash Working Group Coordinator, at project inception, DoLSAMD will be included to discuss the legal aspects of employment of refugees without work permit from the Afghan Government. CARE will clarify with DoLSAMD that this project is not an employment program but a short term cash assistance project.
10. Paktika and Khost Task Force	This Cash Assistance Project has been discussed several times at the Paktika and Khost Task Force meetings by CARE Humanitarian Program Coordinator and Humanitarian Program Manager, especially with Marguerite Nowak as UNHCR Khost Representative on the Task Force.
11. Cash Working Group	CARE discussed this Cash Assistance Project with Erick Gerstner who heads up the CWG on behalf of NRC. In close cooperation with the CWG and the Khost and Paktika Task Force, CARE chose the 'hawala' system for Cash Distribution - see uploaded document on Cash Intervention Best Practices for Afghanistan.

Environmental Marker Code A+: Neutral Impact on environment with mitigation or enhancement

Gender Marker Code 2a-The project is designed to contribute significantly to gender equality

Justify Chosen Gender Marker Code CARE will collect Sex and age disaggregated demographic information on the affected population (# of households and family members; # of single heads of households who are women, men, boys, or girls; # of unaccompanied children, elderly persons, persons with disabilities, and chronically ill. Based on needs assessment findings, CARE commits to building the capacity of men and women's governance institutions such as CDCs, WCs and local refugee shuras to ensure their active and equal participation in all aspects of this early recovery project. The development of this project will be informed by an established database on early recovery that includes regularly updated data disaggregated by sex and age. Emergency cash grants will be provided to 250 Refugee and returnee households (% headed by women; % headed by men) not able to participate in cash for work and with no other source of income due to the crisis contribute to reducing dependency to hand outs. CARE will involve 400 women in Cash for Work projects that fits their social context and will benefit them and their families such as garbage cleaning, quilting blankets and gabion weaving for flood protection. CARE will conduct single sex with same-sex facilitator consultations to gain deep understanding of obstacles, women and men face in accessing income-generating activities.

Through this project, CARE focuses on promoting women's equal access to and control over .ash. While it is not possible to address some of the more endemic gender inequalities related to this goal, there are a number of steps that CARE will take, some building on existing initiatives: "Vulnerable women will be given priority for receiving Cash (with a focus on women headed families and widows). Cash for Work activities, where appropriate, will be designed so women can participate such as gabion weaving which can be largely done from the home. Women and girls are prioritized in the first stages of the program design as the main beneficiaries because they are the most vulnerable based on needs assessment, UNHCR information and CARE's humanitarian experience. For this project, CARE's first priority will be women headed/women supported households. Addressing gender issues: CARE has been focusing on introducing a complaints mechanism to enable community and refugee settlement members, particularly women, to safely and fairly raise concerns and help to address issues including gender based discrimination. These complaints are then followed up by the community elders. CARE staffing: CARE will hire female community workers to identify the female headed households in need of emergency support, to interact with female beneficiaries and conduct monitoring after distribution. This is CARE's common practice in humanitarian programming.

Environmental Marker Code CARE is aiming to have protection walls for rivers as community projects. This will prevent river bank erosion and save water. Another type of community projects is garbage cleaning which will be good for the environment. Another type of project is canal cleaning which will prevent wastage of water and influence agricultural and animal husbandry activities positively. Graveling of roads is also known to decrease dust levels.

Protection Mainstreaming Every effort will be made to recruit female staff locally in the project areas. Female staff will be involved in engaging women in project activities at all stages, including assessments, planning, implementation and monitoring by inviting them to planning and review meetings, project site visits and meet them individually. In particular, this approach enables CARE to target the most vulnerable who are usually women and also ensures that CARE is meeting the needs of our female beneficiaries in a manner that is acceptable considered appropriate by them. CARE Afghanistan's humanitarian support emphasizes the promotion of women's equal access to and control over cash transfers. CARE recognizes the importance to continue building on CARE's relationship with communities to involve women in project activities when possible and dialogue with community leaders throughout the project period to educate them on the benefit of including women in project activities. Therefore CARE will ensure that project sites for female beneficiaries are approved by them and that cash transfers take place in a culturally appropriate manner. CARE female staff will work with female beneficiaries in a capacity building manner so their confidence will be increased and awareness on human rights will be raised.

Safety and Security Staff safety, security and operational resilience are top priorities for CARE in Afghanistan. Afghanistan is designated as a high risk operating environment for CARE and remains a high risk category for foreign embassies. In order for CARE to maintain a practicable level of security oversight in Afghanistan and fulfill statutory obligations to staff, CARE maintains a number of core safety and security requirements. Oversight of safety and security is managed by CARE Afghanistan's Safety and Security Unit (CASSU), which is led by an International Safety and Security Manager (ISSM) and National Safety and Security Manager (SSM). CASSU maintains a 24/7 operations room with trained security staff, serving as the frontline in support for sustainable programming; through assessing and managing safety and security risks, providing ongoing situational and context analysis, and supporting crisis responses when incidents occur. At provincial/sub office level, security monitoring, community liaison and maintaining of mission tracking for staff in the field is conducted by the assigned Safety & Security Focal Point (SSFP). Static watchmen (unarmed) are also assigned to provide access control at provincial sub offices and site offices. please refer to our attached Safety & Security Processes for more information. We have also attached our Security Assessment of Matun district in Khost Province. Regarding distribution, our security protocols

are as follows: Before the distribution: • CASSU and the SSFP of provincial office manage to conduct a security assessment of distribution area. • Provincial staff members manage to communicate the issue with the locals (elders) to find about the security situation of distribution site and also seek locals assistance for the distribution. In addition, provincial colleagues communicate the issue with local officials including security officials to know their view on security of distribution site and other challenges around distribution. • If necessary coordinating the issue with peer organizations, UNHCR and OCHA. • Selection of a safe distribution site where the majority of the beneficiaries have easiest access to this site. During distribution: • Communicating with the communities (locals) prior to distribution to see if there is no threats/concerns in and around distribution site as well as roads. • Communicating with local authorities to see if they have/not have any concerns for the planned distribution. • Considering the safe window of times for traveling to distribution site. • Using low profile type of vehicles. • Not observing travels with high profile convoys and military convoys. • Not using logo/banner of donated countries in instable locations. • To the extent of possibility staying in distance from military personnel during distribution.

**Access**  
CARE Afghanistan is managing the projects through a sub office in Khost province. The access to the project areas is based on familiarity and contact that the sub-office and project staffs have with targeted communities, government line departments, operational NGOs and also based on the analysis and approval of CARE Afghanistan, Safety and Security Unit (CASSU).  
The project will be explained in great detail to local authorities, Shuras and CDCs (Community Development Council) for their awareness and to have their agreement on project implementation at the start up stage of the project. For daily base activities in the communities staffs will contact the Shuras/CDCs to ensure about the security of the area and also the sub-office is contacting the staffs who are in the field to track their safe arrival and their return to sub-office. For safety and security of staff CARE Afghanistan is applying low profile approach and using rental local type vehicles also as much as possible hiring local qualified who has more knowledge and information about the context and areas where the project is being implemented.  
CARE Afghanistan safety and security unit regularly contacting sub office and sharing the information , incidents reports and their analysis with them to alert the staff about the situation and in case worsening the situation and increasing risk to staff and project the activities suspended for a period to monitor the situation and ensure elimination of risk to restart the activities.

**BUDGET****1 Staff and Other Personnel Costs** (please itemize costs of staff, consultants and other personnel to be recruited directly by the implementing partner for project implementation)

Code	Budget Line Description	D / S	Unit Quantity	Unit Cost	Duration	Percent Charged to CHF / ERF	Total Cost
1.1	Senior Program coordinator The Senior Program coordinator (Sr. PC): The Sr. PC, paid 10% for 12 months of this project, will provide overall support and oversight (across all project dimensions) for quality performance. In addition, the Sr.PC will contribute with expert backstopping and be a Donor Interlocutor.	D	1	4357	12	10.00%	5,228.40
1.2	Humanitarian Program Manager Humanitarian Program Manager is based in Kabul main office and will be responsible for the technical components such as the contents of the hygiene and female sanitation kits, other NFIs, and ensure the most vulnerable HHs are selected, distribution of kits takes place in a safe manner for all beneficiaries and work with M&E unit to do Post Distribution Monitoring. He will spend 60% time of his time on this project.	D	1	2821	12	60.00%	20,311.20
1.3	Field supervisor Field supervisor position is based in Khost sub office and will be responsible for supervising the overall project field staff and activities and provide support in target locations Matun and Gorboz.	D	1	1376	10	100.00%	13,760.00
1.4	Community Worker - 1F and 1M These positions are based in Khost and responsible for community sensitization and mobilization in Matun and Gorboz districts, for conducting survey to identify project beneficiaries as well as post distribution surveys.	D	2	712	8	100.00%	11,392.00
1.5	Project Admin Officer This position is based in Khost and will give direct support to the project team in terms of administration, coordinating transport of kits and cash to distribution points and other matters of logistics	S	1	890	10	100.00%	8,900.00
1.6	Field Engineer This position is based in Khost and will design and oversee the construction and rehabilitation of structures under Cash for Work Activities	D	1	1050	8	100.00%	8,400.00
1.7	Foreman These positions are based in Khost and will directly supervise the construction and rehabilitation of structures under Cash for Work Activities. These positions can be filled by people from the target beneficiaries. These positions will also function as assistants to the Field Engineer	D	2	300	8	100.00%	4,800.00
1.8	Documentation Monitoring and Evaluation Officer This DME officer is based in Kabul and will spend 20% of his/her time in the project for the whole duration of the project are budgeted. He/she is responsible for preparing the reports to donor and other stakeholders and he/she will also collect the data from the field, and will be involved in the evaluation of the project. He will visit Khost during post distribution monitoring activity to support the surveyors and assist with UNHCR's 3rd party survey.	D	1	1000	9	20.00%	1,800.00
1.9	Data Management Officer This position will assist the DM&E Officer in documenting the data and knowledge management	D	1	913	12	50.00%	5,478.00
1.10	Sr Admin Officer The Admin Officer is partially paid and this position will be based in Kabul office. his/her time would be allocated to this project to perform all administrative activities and will support Project admin officer in terms of procurement, fleet, office administration, commodity and would be in close contact with Project Manager in Kabul (head office) level and project supervisor at the field level.	D	1	1058	12	10.00%	1,269.60
1.11	Accountant This position will be based in Khost sub office and will be responsible for receiving payment requests and advance payments/settlements from the field supervisors, review and verify payments supporting documentation (for completeness and applicability), and ensure that all expenses are coded as per the project budget, he/she will spend his/her 20% time in this project.	D	1	975	12	20.00%	2,340.00
1.12	Provincial Representative (F) This position heads up the Khost sub-office and manages all program support functions and will ensure the project gets implemented smoothly	S	1	2077	12	10.00%	2,492.40
1.13	Sub-Office Admin Officer This position is part of the sub-office and will assist the Provincial Representatives in her tasks.	S	1	850	12	10.00%	1,020.00
1.14	Cook The project will cover 20% of cook charges in Khost sub office	S	1	531	12	10.00%	637.20
1.15	Cleaner The project will cover 50% of cleaner salaries in Khost as they are responsible for office cleaning and assisting the cook.	S	1	362	12	30.00%	1,303.20
1.16	Guards The project will cover 20% of guard costs for the sub office in Khost to ensure the security of the project staff and CARE assets/field office.	S	4	362	12	10.00%	1,737.60
1.17	Program Quality Unit (gender, advocacy, partnerships, standards, impact evaluation) The Program Quality Unit consists of the Program Quality Coordinator, Monitoring Evaluation and Impact Coordinator, Gender Advisor, Advocacy Advisor, Partnerships Advisor and Information Management Officer and is responsible for the quality of project implementation, maintaining of CARE and international (SPHERE) standards, mainstreaming gender & advocacy and strengthening relationships with the Afghan Government. This unit is also responsible for reporting to and developing Memorandum of Understanding with the Government. Monthly salaries for Program Quality Unit in total is 17243 The Program Quality Unit is consist of the following employees/positions: 1. Program Development Coordinator (international position), per month salary package is US\$11,316 2. Monitoring, Evaluation & Impact Coordinator (national position), per month salary package is US\$3,480 3. Communication	D	1	17243	12	7.00%	14,484.12

&advocacy; Advocacy Advisor (national position), per month salary package is US\$1,496 4. Data Management Officer (national position), per month salary package is US\$951 Total cost: US\$17,243 x 12m x 7% = US\$14,484

1.18	Assistant Country Director for Program Quality	D	1	13390	12	6.00%	9,640.80
Assistant Country Director for Program Quality is overall accountable for strategic direction and quality of programming and to ensure that acceptable benchmarks and standards are adhered to.							
1.19	Assistant Country Director for Program Support	S	1	7303	12	5.00%	4,381.80
Assistant Country Director for Program Support is responsible for overseeing program support for development and implementation, and will act as deputy to the CD and as acting CD in the CD's absence, manages governmental relations to ensure essential to support for a successful implementations of the projects.							
1.20	Country Director	S	1	16480	12	5.00%	9,888.00
Country Director of CARE International in Afghanistan is responsible for overall guidance and oversight							
1.21	Procurement Manager	D	1	2920	12	5.00%	1,752.00
This position is based in the country office procurement unit and will be responsible for the procurement for all kits							
1.22	Finance Director	S	1	6378	12	5.00%	3,826.80
Ensures effective financial management of project funds, efficient financial systems compliance with donors regulations, assessment of financial needs and cash flow requirements, financial planning (including budget allocation for each Province and district/activities), contract management, auditing requirement fulfillment and financial reporting.							
1.23	Grants and Contracts Manager	S	1	2866	12	10.00%	3,439.20
This position is based in the head office in Kabul and the principal role of this position is to ensure the effective financial management of the intervention funding and systems are in place, ensures compliance with donors regulations, assist the FD on financial needs and would be responsible for financial reporting and new budget developments.							
<b>Section Total</b>							138,282.32

**2 Supplies, Commodities, Materials** (please itemize direct and indirect costs of consumables to be purchased under the project, including associated transportation, freight, storage and distribution costs)

Code	Budget Line Description	D / S	Unit Quantity	Unit Cost	Duration	Percent Charged to CHF / ERF	Total Cost
2.1	Tools for Cash for Work	D	480	7.3	1	100.00%	3,504.00
See attached BoQ_2.1 Cash for Work Tools.							
2.2	Cash for Work	D	1000	6	30	100.00%	180,000.00
30 workdays per target household at 6 USD/day, 1000 Households							
2.3	Unconditional Cash Grants	D	250	180	1	100.00%	45,000.00
180 USD per target household for households who do not have an able-bodied family member to participate in Cash for Work activities							
2.4	Materials for Cash for Work	D	26250	3.05	1	100.00%	80,062.50
See attached BoQ_2.4 Cash for Work materials							
<b>Section Total</b>							308,566.50

**3 Equipment** (please itemize costs of non-consumables to be purchased under the project)

Code	Budget Line Description	D / S	Unit Quantity	Unit Cost	Duration	Percent Charged to CHF / ERF	Total Cost
<b>Section Total</b>							0.00

**4 Contractual Services** (please list works and services to be contracted under the project)

Code	Budget Line Description	D / S	Unit Quantity	Unit Cost	Duration	Percent Charged to CHF / ERF	Total Cost
4.1	Vehicle Rental	D	2	800	10	100.00%	16,000.00
Based on our experience in providing humanitarian assistance in Matun and Gorboz districts of Khost CARE estimates to need 2 vehicles. CARE's past expenditure shows a rental vehicle costs about 800USD per month. This budget line is for the rent of 2 vehicles for the use of project staff for surveying, monitoring and implementing of this project objectives. We will be working in Matoon and Gorboz districts of Khost. This cost is related 100% to direct project activities.							
<b>Section Total</b>							16,000.00

**5 Travel** (please itemize travel costs of staff, consultants and other personnel for project implementation)

Code	Budget Line Description	D / S	Unit Quantity	Unit Cost	Duration	Percent Charged to CHF / ERF	Total Cost
5.1	Project travel and per diem	D	7	350	1	100.00%	2,450.00
This covers the costs for monitoring visits from Kabul based M&advocacy;E and Management staff to Khost. This budget line covers flights to and from Kabul as well as per diems for Kabul-based staff traveling to Khost. CARE estimates these costs to be 350 USD per trip per person: 300 USD per flight, per diem per day is 10 USD for five days is 50 USD. CARE estimates senior management will conduct 5 trips and M&advocacy;E Unit Supervisor will conduct 2 trips to Khost.							
<b>Section Total</b>							2,450.00

**6 Transfers and Grants to Counterparts** (please list transfers and sub-grants to project implementing partners)

Code	Budget Line Description	D / S	Unit Quantity	Unit Cost	Duration	Percent Charged to CHF / ERF	Total Cost
<b>Section Total</b>							0.00

**7 General Operating and Other Direct Costs** (please include general operating expenses and other direct costs for project implementation)

Code	Budget Line Description	D / S	Unit Quantity	Unit Cost	Duration	Percent Charged to CHF / ERF	Total Cost
7.1	Communications	S	1	6000	12	7.50%	5,400.00
The project allocated for sub and main office is the total sum of USD5,400 as communication cost consist of (radio, internet, mobile phone scratch cards, etc), which will cover both direct and support project staff's communication needs. US\$600 per month estimated as direct project expenses which equals US\$7,200. (Please note that US\$6,000 is the total cost on communication and this project will cover only 7.5% of the total monthly communication cost of the country office) Please see BoQ_7.1							
7.2	Office Rent	S	1	18248	12	7.50%	16,423.20
This office rent budget line is allocated for sub and main office: for sub office a monthly estimated rent is US\$1,000 and is used for project staff staying at the project site to implement the project activities plus US\$17,248 is estimated for CARE Kabul main office. The total rent for both offices is US\$18,248 per month (total project period 12 months' rent \$12,000 for Sub Office and \$4,423 for main office). Please see BoQ_7.2							

7.3	Office supplies	S	1	6000	12	10.00%	7,200.00
<p>The project is estimated to use US\$7,200 for supplies in project sub office in Khost and in Kabul main offices. Supplies are stationery, soap, toner for printer, etc. This budget line will cover both direct project and support costs: US\$400 (10% of 4000) per month estimated as direct project expenses which equals US\$4,800 for the full project year. At the meantime, US\$200 (10% of 2000) is estimated for main office in Kabul (support) total equals US\$2,400 for the full Project Year. Please see BoQ_7.3</p>							
7.4	Office Utilities	S	1	15000	12	8.00%	14,400.00
<p>The project allocated USD14,400 for CARE's financial system called PeopleSoft and utilities such electricity, gas, fire wood, fuel for generator etc. This budget line will cover both direct and support costs. US\$400 per month is estimated as direct project expenses which equals US\$4,800 for the full project year. At the meantime, US\$800 is estimated for main office (support) and the total equals US\$9,600 for the full project year. (Please note that US\$15,000 is the total cost for country office on using these accounts and this project will cover only 8% of the total monthly cost of the country office) Result: (15,000 x 8% = US\$1,200) x 12 months = US\$14,400 Please see BoQ_7.4.</p>							
7.5	Safety and Security Costs	S	1	41650	12	4.50%	22,491.00
<p>With the continued deterioration of security in Afghanistan, enhanced security for staff and beneficiaries is paramount for CARE Afghanistan. This however comes with a considerable cost in a working environment like Afghanistan. The Country Office has invested considerable resources to improve security in and around the offices and residences. The Country Office has added to its staff a professional International Security Advisor and National Security Advisor, with support staff and security guards to assist in setting up and maintaining a more secure and better informed security environment for CARE Staff. These staff members make up CARE Afghanistan's Safety and Security Unit (CASSU). Under this project we have budgeted 4.5% for the purpose of overall CO security costs, and security expenses will be charged to this project using Shared Costs formula. The allocated cost for this project is US\$22,491. (Please note that US\$41,650 is the total monthly cost for country office to manage Safety and Security through CASSU and this project will cover 4.5% of the total monthly cost of the country office) Please see BoQ_7.5</p>							
7.6	Bank Charges	S	1	375	12	100.00%	4,500.00
<p>The bank charges consist of transferring money for: 1) staff salaries; 2) rent; 3) transportation fees; 4) Cash for Work salaries to the project site and sub office through money dealers; 5) Unconditional Cash Grant distributions. CARE Afghanistan has to pay US\$3 per bank transaction and 1.4% of each cash transfer using 'hawala system' to the money dealer. This budget line will only cover direct project costs. Based on experience in Cash Distribution projects, CARE estimates a monthly costs of US\$375 direct project expenses for money transfers which equals US\$4,500 for the full Project Year. Please see BoQ_7.6 (Please note that US\$4,500 is the total cost for the whole life of this project on using the mentioned account)</p>							
<b>Section Total</b>							70,414.20

<b>Sub Total Direct Cost</b>	535,713.02																		
<b>Indirect Programme Support Cost</b> <i>PSC rate (insert percentage, not to exceed 7 per cent)</i>	7%																		
<b>Audit Cost</b> <i>(For NGO, in percent)</i>	0.610593344431362%																		
<b>PSC Amount</b>	37,499.91																		
Quarterly Budget Details for PSC Amount	<table border="1"> <thead> <tr> <th colspan="3">2015</th> <th colspan="2">2016</th> <th>Total</th> </tr> <tr> <th>Q2</th> <th>Q3</th> <th>Q4</th> <th>Q1</th> <th>Q2</th> <th></th> </tr> </thead> <tbody> <tr> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	2015			2016		Total	Q2	Q3	Q4	Q1	Q2		0.00	0.00	0.00	0.00	0.00	0.00
2015			2016		Total														
Q2	Q3	Q4	Q1	Q2															
0.00	0.00	0.00	0.00	0.00	0.00														
<b>Total Fund Project Cost</b>	573,212.93																		

Location	Estimated percentage of budget for each location	Beneficiary Men	Women	Boy	Girl	Total	Activity
Khost -> Khost(Matun)	51	845	830	1501	1506	4682	
Khost -> Gurbuz	49	811	797	1443	1446	4497	

**Project Locations** (first admin location where activities will be implemented. If the project is covering more than one State please indicate percentage per State)

Document Description
1. CHF Khost NFI Tent Hygiene Women Sanitary kit (BoQ) OLD.xlsx
2. Safety and Security Risk Assessment (Khost province Matun district) Updated Nov 14.pdf
3. Security plan processes updated Khost 26 Nov 14.pdf
4. Nov2014.pdf
5. Post Distribution Assessment Report (April 2 2015).pdf
6. CHF Khost budget_2Apr OLD.xlsx
7. NGO XXX Sample Beneficiary breakdown CHF proposal CODE XXX.xlsx
8. CHF Afghanistan - Visibility and Communication Guidance.pdf
9. Remote Call Campaigns - Guidance Note for Partners - 22 Sept 14.pdf
10. Template memo for cash grant internal controls.docx
11. 2.1+2.4).xlsx
12. 16Apr2015.xlsx
13. Stories Images Consent Forms.doc
14. Best Practices Cash Transfers CARE Afghanistan.pdf
15. Beneficiary breakdown (April 12 2015).xlsx
16. 7.6.xlsx



