

<b>Requesting Organization :</b>	Agency for Technical Cooperation and Development		
<b>Allocation Type :</b>	1st Standard Allocation		
<b>Primary Cluster</b>	<b>Sub Cluster</b>	<b>Percentage</b>	
FOOD SECURITY AND AGRICULTURE		33.00	
EMERGENCY SHELTER AND NON-FOOD ITEMS		17.00	
WATER, SANITATION AND HYGIENE		17.00	
PROTECTION	Education in Emergencies (EIE)	28.00	
NUTRITION		5.00	
		<b>100</b>	
<b>Project Title :</b>	REACH support to Cluster Assessments and Information Management in Afghanistan		
<b>Allocation Type Category :</b>			
<b>OPS Details</b>			
<b>Project Code :</b>		<b>Fund Project Code :</b>	AFG-17/3481/1SA/FSAC-ESNFI-WASH-APC-N/INGO/5032
<b>Cluster :</b>		<b>Project Budget in US\$ :</b>	642,829.23
<b>Planned project duration :</b>	7 months	<b>Priority:</b>	
<b>Planned Start Date :</b>	01/05/2017	<b>Planned End Date :</b>	30/11/2017
<b>Actual Start Date:</b>	01/05/2017	<b>Actual End Date:</b>	30/11/2017

**Project Summary :**

The proposed action will aim to collect and disseminate key information on informal settlements (ISETs) and the sector-specific needs and vulnerabilities of their inhabitants (Internally Displaced Persons (IDPs), prolonged IDPs, returnees, etc.) in four regions of Afghanistan, as well as education and child protection needs and vulnerabilities of displaced populations across the country.

In accordance with current Cluster priorities, REACH, a joint initiative of ACTED and IMPACT Initiatives, ACTED's sister organization, will carry out:

- 1) a food security assessment in ISETs of Faryab, Jawzjan, Saripul, Balkh and Samangan provinces (North region) and Herat, Farah, Ghor and Badghis provinces (Western region); and
- 2) a Water, Sanitation and Hygiene (WASH) and Shelter assessment in ISETs of Kabul, Kapisa, Logar (Central region), Paktya, Khost and Paktika provinces (South Eastern region) and Nangarhar, Nuristan, Kunar and Laghman provinces (Eastern region); and
- 3) a nationwide Education in Emergencies (EiE) and Child Protection in Emergencies (CPiE) Joint Needs Assessment (JNA).

The assessments will be conducted on the basis of Cluster-endorsed Terms of Reference (ToRs), tools and indicators, and will aim to reach most vulnerable populations (e.g. women, female- or elderly-headed households, etc.). Maps, factsheets and assessment reports will be disseminated, and will help inform humanitarian programming. The project will directly benefit the members of the Afghanistan Protection Cluster (APC), WASH, Emergency Shelter and Non-Food Items (ESNFI) and Food Security and Agriculture (FSAC) Clusters, and will indirectly benefit the population of ISETs across 19 provinces and other displaced populations nationwide.

As demonstrated by a number of reports (e.g. REACH's Food Security Assessment in Kabul and Nangarhar; Amnesty International's "My Children Will Die This Winter" in ISETs, ISETs are home to vulnerable populations whose humanitarian needs are not sufficiently covered. ISETs populations' vulnerability is compounded by their isolation and legal status, which increases their exposure to vital threats such as food insecurity, severe acute malnutrition, water-borne and infectious diseases, etc. ISETs are often left out of key national surveys, and therefore little is known about their needs. Population groups that are represented in ISETs were identified as populations of concern in the 2017 HNO and HRP. Of particular concern is the creation or rapid expansion of ISETs, fueled by the arrival of returnees or IDPs. In addition, in the context of widespread and large-scale population displacement, access to education and child protection have become major interrelated concerns across the country. As humanitarian resources allocated to EiE and CPiE are limited, the need for comprehensive assessments to inform needs-based decision-making was stressed by the APC and the Ministry of Education (MoE), and discussed amongst EiE and CPiE partners.

Information collected as part of the action will support the development of life-saving WASH, ESNFI, FSAC and Protection interventions, and will inform the Clusters regarding populations that are not at present sufficiently understood or included in humanitarian planning, supporting the reevaluation of humanitarian thresholds that will serve to determine the eligibility of specific caseloads for specific types of humanitarian assistance and contributing to the development of the next HNO and HRP.

In addition, REACH will provide capacity development to improve the efficiency and impact of the HCT-endorsed Household Emergency Assessment Tool (HEAT) through the development of standard analysis and reporting tools, and 11 trainings, including a Training of Trainers (ToT) aimed at addressing data interpretation and management gaps.

**Direct beneficiaries :**

Men	Women	Boys	Girls	Total
43	44	44	44	175

**Other Beneficiaries :**

Beneficiary name	Men	Women	Boys	Girls	Total
Other	43	44	44	44	175

**Indirect Beneficiaries :**

The indirect beneficiaries of the intervention will be the population of ISETs across the 19 target provinces (4 Western provinces and 5 Northern provinces of the food security assessment; and 3 Central provinces, 3 South Eastern provinces and 4 Eastern provinces of the WASH/Shelter assessment). At present, these settlements include various vulnerable population groups, including IDPs and prolonged IDPs, as well as undocumented and registered returnees, in varying proportions depending on general displacement dynamics in Afghanistan and local dynamics. In addition, this project's JNA component will support the development of EiE and CPiE programming across the country, and will there indirectly benefit current and future displaced, returnee and refugee children, as well as their wider households. Through the reports published, many beneficiaries in these areas of concern will indirectly benefit from improved services and assistance provided by humanitarian actors who have access to REACH's informational product that will be developed through this action. REACH has worked to build a network of stakeholders interested in the issue of ISETs, and has notably liaised with OCHA's regional offices in Jalalabad, the Kabul Informal Settlement Task force, and the Housing, Land and Property Rights working group. REACH's information products on ISETs and on the needs of the vulnerable groups within ISETs and on displaced populations' child protection and education needs across Afghanistan will allow better advocacy by the UN agencies, task forces and I/NGOs towards the government and the wider donor community, notably contributing to the Displacement and Returnees Executive Committee (DiREC) and to the policy framework for returnees and IDPs. REACH will build up the information products, work closely with groups already advocating and provide information to support their advocacy efforts where needed. This advocacy component will be supported by ACTED, that is currently part of the Humanitarian Country Team and that will use assessment results to advocate towards improved government action on land allocation and provision of basic services. In addition, the government of Afghanistan will be engaged in the proposed action as part of the secondary data review, and as part of the design and completion of the data collection tools and analysis framework to strengthen the government's sense of ownership over the assessment.

Finally, this project will indirectly benefit populations in need of humanitarian attention in the medium to long run, as REACH will build the capacity of humanitarian stakeholders to undertake HEAT assessments, analyse and share information, therefore improving the rapidity and quality of humanitarian interventions.

**Catchment Population:**

**Link with allocation strategy :**

This proposal directly responds to the fourth priority area in the Allocation Strategy, "Emergency Response Preparedness", and more specifically to the "Cluster-led needs assessment" sub-envelope. To address the information needs of the clusters, REACH will design assessment tools and methodologies to fully understand the Cluster-specific needs of the vulnerable populations, collect and analyze data and disseminate the findings to the humanitarian community. The proposal's JNA component also relates to the second priority area in the first standard Allocation Strategy related to 'Addressing basic needs of undocumented returnees and their hosts' generally, and more specifically to its 'Access to Education for Returnees' sub-priority area, as well as to the third priority area 'Response to neglected needs exacerbated in a deteriorating humanitarian and protection environment'. By designing inclusive research with clusters and developing evidence based understandings of the needs and vulnerabilities of population groups of concern, REACH's proposed intervention will improve the quality and scope of data available to humanitarian actors. REACH will share and present this data and the resulting analysis through clear, action-oriented products that will enable humanitarian actors and clusters with limited funds to effectively reach most vulnerable populations through evidence-based prioritization.

The proposed action was thoroughly discussed with key humanitarian stakeholders, including the Protection cluster and its affiliated groups, the Refugee and Return chapter and key agencies operating in the EiE service delivery, as well as the FSAC, WASH and ESNFI Clusters, so as to avoid any duplication in interventions. Target regions for both food security and WASH/Shelter assessments were selected in accordance with areas of concern for each relevant Cluster or group of Clusters. The type, aims and possible outputs of these assessments and their locations were also discussed with Clusters.

The development of HEAT analysis and reporting tools, as well as trainings provided at provincial and capital levels will also respond to the fourth priority area of the Allocation Strategy, and more specifically to its "Household Level Emergency Assessment Tool (HEAT) Training" component. REACH will build on the previous trainings that were delivered by NRC and that focused on HEAT data collection and will seek to expand humanitarian partners' related analysis, interpretation and reporting.

**Sub-Grants to Implementing Partners :**

Partner Name	Partner Type	Budget in US\$
IMPACT Initiatives	International NGO	35,820.00
		<b>35,820.00</b>

**Other funding secured for the same project (to date) :**

Other Funding Source	Other Funding Amount

**Organization focal point :**

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Thibault Larose	ACTED Country Director	thibault.larose@acted.org	+93 (0) 728 427 169
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**BACKGROUND**

**1. Humanitarian context analysis**

Unprecedented levels of displacement have been observed in Afghanistan in 2016, notably with the return of approximately 618,291 registered and undocumented Afghans from Pakistan and Iran (OCHA, 2017). As the rate of return of Afghan families increased exponentially since July 2016, the returnee situation has become more prominent on the Afghan humanitarian agenda. Large numbers of Pakistani refugees have also arrived in Afghanistan. Sustained levels of internal displacement have been observed across the 34 provinces of Afghanistan, with 592,324 new conflict IDPs in 2016 alone. REACH's nationwide assessment of prolonged IDPs has identified 324,927 of them across Afghanistan. Meanwhile, Afghanistan remains highly exposed to natural disasters. Frequent floods, heavy rain, snow, landslides and avalanches in certain provinces result in widespread destruction of assets, resources and infrastructure and in population displacement, affecting 230,000 Afghans per year on average.

In this context, the issue of ISETs has become prevalent, as they often form pockets of vulnerability where households have limited access to essential services and livelihood opportunities, resulting in compounded exposure to vital threats. "(ISETs) are now a common feature of Afghan cities and represent an estimated 80% of the Kabul population. However, major food security surveys, tend to underestimate food insecurity in urban areas, and do not take into consideration the growth of informal settlements. "Urban (ISETs) (...) are excluded from national food security or living conditions assessments". REACH's assessment of Kabul and Nangarhar ISETs has found that inhabitants show high levels of food insecurity. This issue is also prevalent in rural ISETs. In addition, residents of ISETs in both rural and urban areas face high WASH and Shelter needs. Amnesty International has found that "in all displaced communities (...), access to water was a critical issue (...). A potable water source adequate to cover residents' needs is a rarity". The same report has identified high Shelter needs, as 'displaced people (...) invariably lived in extremely poor housing conditions". Such needs can only but increase in the context of unrelenting population displacement, and are often associated with protection issues. Recent findings in the East suggest high WASH and Shelter needs, largely expanded by the arrival of returnee caseloads.

Displacement also results in acute protection needs that particularly affect women and children. According to the APC 2017 Response Plan, 3.7 million individuals will require protection assistance in 2017. Displacement reduce populations' self-protection capacity, especially in ISETs where they live in substandard conditions and develop negative coping mechanisms, and where the lack of documentation impedes access to basic services. Conflict IDPs include high numbers of vulnerable households (including 9.5% female-headed). Returnees are also affected by protection threats, and include around 60% of children. Due to a number of constraints (insufficient service delivery, poverty, long distances, insecurity), Afghanistan counts 3.5 million of out-of-school children. Returnee populations' lack of access to education increases their exposure to abuse and exploitation. The top three barriers to education for returnees were lack of schools' capacity, civil documentation, and education costs. UNHCR has identified additional barriers, such as marginalization, discrimination, gender and language barriers. Besides, "70% of (respondents) said early marriage and child labour were major risks". Insufficient education service delivery also affects IDP children. The issues of access to education and child protection are deeply intertwined, and of critical importance in children's needs and vulnerabilities.

## **2. Needs assessment**

This project was designed based on the imperative identified in the Humanitarian Needs Overview and Humanitarian Response Plan for 2017 to improve evidence-based humanitarian resource allocation, in the context of high needs and scarce resources. It was notably highlighted that "further efforts are required to improve inter-sectoral needs assessment and availability of comparable data, to optimize data collection efforts and lay a foundation for more evidence-based decision making" (HRP 2017). Information gaps affect multiple Clusters, as well as their members' ability to design and implement needs-based programming across Afghanistan.

REACH's various assessments across Afghanistan, of which more is said below, have highlighted key gaps in essential service delivery in ISETs. Although ISETs are pockets of vulnerability that include much of Afghanistan's most vulnerable populations (e.g. conflict or natural disaster affected IDPs and PIDPs, returnees and refugees), no comprehensive mapping of these locations has been performed to date. With continual internal displacement and a rising number of returnees, the locations, conditions and populations of ISETs are continually fluid. Sites can remain active for a number of years, with changes in population throughout. Site residents are often a combination of IDPs and returnees, and the vulnerabilities are different for each group.

In addition, key information gaps remain regarding the specific needs of women and girls persist, as no dedicated food security, WASH or Shelter needs assessment have been conducted to date and as gender-specific needs are often overlooked in the face of humanitarian crises. The HRP has notably recognized that "men continue to dominate as both assessment respondents and recipients of aid, and do not accurately report and recognize the needs of women, children and other vulnerable household members, including the elderly and disabled". Failure to assess and understand the specific needs of vulnerable population groups may result in incomplete humanitarian programming, and may also result in harmful programming. Assessments therefore need to encompass a strong gender and age focus, as well as a focus on most vulnerable households among affected populations.

## **3. Description Of Beneficiaries**

The proposed action will directly benefit the members of the APC, FSAC, WASH and ESNFI clusters, as well as the wider humanitarian and development community in Afghanistan.

The direct beneficiaries of this action will include an estimated total of 63 UN agencies, national and international NGOs who will benefit from the results of the assessments and analysis conducted by REACH (based on the number of partners currently included in the Humanitarian Response Plan). This includes the 35 partners in the ESNFI Cluster, the 41 partners in the FSAC, and the 20 partners in the WASH cluster. Several partners participate in more than one cluster, which is why the total number of beneficiary organizations does not equal the sum of ESNFI, WASH and FSAC cluster members. Both the food security and the WASH/Shelter assessments will likely collect information on Protection and Livelihoods, and may therefore benefit additional humanitarian and development partner organizations across the country. This project will also indirectly benefit the inhabitants of ISETs (including IDPs, prolonged IDPs, returnees and refugees) across the nineteen target provinces.

The project's direct beneficiaries will also include the 43 United Nations agencies, national and international NGOs that form part of the Protection Cluster and that will benefit from the results of the JNA (based on the number of partners currently included in the Humanitarian Response Plan), as well as the wider humanitarian and development community in Afghanistan. This nationwide EiE and CPIE assessment will collect information on the demographics and profiles of internally displaced, returnee and refugee populations, and may therefore benefit additional humanitarian and development partner organizations, as well as national, provincial and local authorities across the country. This project will also indirectly reach these populations and the most vulnerable amongst them, as JNA information products will readily serve as basis for the design of well-informed, gender-sensitive interventions and policy.

The HEAT training component of this project, along with associated development and dissemination of analysis tool, will benefit the 175 members of the Afghan humanitarian community. At present, humanitarian partners' capacity to quickly and efficiently analyze and report on data collected as part of their emergency household-level assessment is low. The proposed development and dissemination of an analysis and reporting tool will support help humanitarian partners to analyse, interpret and share their findings, enabling the delivery of better targeted responses as well as their transparency, in line with Cluster-endorsed humanitarian thresholds.

#### **4. Grant Request Justification**

IMPACT Initiatives is a Geneva based think-and-do-tank. The REACH Initiative was formed in 2010 as a joint initiative of IMPACT, its sister organisation ACTED, and UNOSAT to facilitate the development of information products that enhance the humanitarian community's decision-making and planning capacity. REACH is responsible for supporting humanitarian coordination mechanisms through non-proprietary information shared across organisations, and has significant experience implementing large-scale, multi-sector surveys, reaching most vulnerable individuals and households, including in disaster and conflict-affected countries and areas where most humanitarians face considerable access constraints. REACH arrived in Afghanistan in August 2016, with ACTED's support, and has already made significant contributions to the humanitarian community through mapping and assessment endeavours. With funding from the CHF, REACH is in the process of completing a nationwide assessment of PIDP locations, needs and vulnerabilities so as to inform the allocation of humanitarian resources. The preliminary findings of this assessment have already been shared with the humanitarian community and can readily be used by humanitarian partners to develop proposals for the current CHF 1st standard allocation for 2017, and other humanitarian, early recovery or development programming. In addition, with the Global Food Security Cluster's mandate, REACH has also publicly released key findings of its food security assessment in Nangarhar and Kabul ISETs. REACH has also published individual ISET profiles for 26 sites in Nangarhar province and 60 KIS, based on information collected from a network of key informants on the ground. REACH is in the process of conducting such ISET profiling in Balkh, Baghlan, Herat and Kandahar provinces, and may soon extend such research to Kunduz, Laghman and Kunar provinces. REACH also has a CHF-funded 'Supporting shelter/NFI needs assessments to inform humanitarian action in Afghanistan' project, that seeks to address specific information gaps identified by the Emergency Shelter/NFI (ES/NFI) Cluster; including shelter and other sector needs, estimated caseloads, and coping strategies of 2014 flood-affected populations in eight north and north eastern provinces of Afghanistan, including Faryab, Takhar, Baghlan, and Badakhshan.

Thanks to its nationwide PIDP assessment and other projects across Afghanistan, and with support from ACTED (particularly in northern, north-eastern and eastern provinces where ACTED has a long-standing presence and enjoys high community acceptance), REACH has established field presence and networks across the country. REACH has consistently been able to access hard-to-reach areas using flexible and efficient assessment and mapping approaches. Based on its successful experience implementing such programming in Afghanistan and abroad, especially in ISETs, REACH is particularly well positioned to undertake the WASH/ESNFI and FSAC assessments described below across target regions, as well as to assume a leading position in the proposed JNA and in the delivery of the HEAT training.

Besides conducting its own data collection, REACH is dedicated to working with UN agencies, Clusters and organizations to promote the use of quality data collection and analysis in programs. Through the HEAT component of this project, REACH will build on its expertise in assessments and information management to providing trainings to other organizations, thereby improving the overall capacity of the humanitarian community in Afghanistan and promoting the highest possible standard of data collection and analysis. In addition, REACH is to co-chair the HCAWG to ensure that partners of ECHO's Emergency Response Mechanism, OCHA, all members of the WG and other implementing partners collaborate towards the improvement of the HEAT data interpretation, analysis and reporting, feeding into future humanitarian assessments and programming.

#### **5. Complementarity**

The proposed assessments targeting ISETs and other displaced populations across Afghanistan will complement REACH's recent food security assessment of Nangarhar and Kabul ISETs, which provided key information on the food security situation of these locations to humanitarian partners, by reaching the ISETs of nine new provinces. The project will also complement REACH's CHF-funded nationwide assessment and mapping of PIDPs, as well as REACH's completed ISET profiling and mapping in Kabul and Nangarhar. REACH has also undertaken such ISET profiling and mapping in Balkh, Baghlan, and Herat provinces, and may extend these to Kunar and Laghman provinces over the coming months. REACH can therefore already leverage its field presence and expertise to successfully carry out proposed activities and produce much-needed humanitarian information contents and materials. The EiE and CPIEJNA will complement the UNOCHA-led recent HEAT findings indicating the low enrollment and attendance of returnee children in Nangarhar, as well as a number of surveys, such as the APC's "Protection Community Assessment in Nangarhar" whose findings were published in December 2016, and the EMIS 2016 school survey. The JNA will complement findings of EiE assessments that were conducted in Nangarhar and Kandahar, and Amnesty International's education findings in ISETs of Balkh, Kabul and Herat provinces. Samuel Hall is currently implementing a large study on out-of-school children in Afghanistan. The combined Samuel Hall study and REACH assessment will provide a comprehensive and statistically representative study on the number and location of out-of-school children and the challenges in accessing education. The MoE is interested to integrate the final JNA into its regular EMIS system. Organizations such as Save the Children and NRC have manifested interest in supporting the JNA TWG and field implementation. REACH will also mobilize interested national NGOs to participate in the TWG and assessment. The project will therefore build on the capacity and experience of all JNA partners, complementing their current and future programming.

The project will be implemented with and for humanitarian stakeholders and partners. REACH's approach will notably rely on an initial secondary data review, for the purposes of which any available reports or data will be collected from humanitarian partners, and will therefore largely build on existing knowledge to both identify ISETs and other areas in need of EiE and CPIE support, and elaborate an assessment methodologies that will address major information gaps. REACH will fully engage with the FSAC, ESNFI, WASH and APC clusters to collect any new information and guidelines, and share any relevant information and experience.

The HEAT component of this project will build on and complement NRC's delivery of the HEAT training in 2016 and 2017, and will directly feed into HCAWG's endeavours towards the harmonization of HEAT data interpretation. As the HEAT is designed to be used by all partners collecting data in an emergency, including partners with lower capacity, the proposed tools and training can benefit a large number of partners while strengthening OCHAs position. It will also lay the foundations for a possible future centralization of collected HEAT data and for the future development of a standardized post-distribution monitoring of humanitarian interventions across Afghanistan. The project will therefore contribute to an improved evaluation of the efficiency and relevance of current emergency response standards and approaches, informing emergency response practices in the future.

## **LOGICAL FRAMEWORK**

### **Overall project objective**

The overall objective of the project is to enable the allocation of limited humanitarian financial resources across priority areas, through the provision of sound, comprehensive and evidence-based information on the Shelter, WASH, food security and protection needs amongst ISET and other displaced population, while enhancing humanitarian partners' capacity to analyse and report on findings of emergency household level assessments carried out using the HEAT.



Activity 1.1.2							
Standard Activity : Not Selected							
INFORMAL SETTLEMENTS MAPPING							
<p>Information collected through the secondary data review will be triangulated through rapid field verification visits to confirm the existence and location of ISETs, and estimated population figures (e.g., IDPs, prolonged IDPs, returnees). When security and access permits, this data will be collected through key informant interviews and direct observation at the field level. When primary data collection is not possible due to access and security, remote data or the use of local organisations collection will be considered.</p> <p>REACH will verify settlement locations to map new settlements, confirm old sites are currently occupied, identify settlement representatives and identify estimated populations and groups. This information will be consolidated into a dataset that will be made available to the Clusters, the ICCT and other humanitarian or development stakeholders. Based on information collected and triangulated as part of the previous activity, REACH will produce a mapping of existing ISETs across the Northern and Western regions. Where possible, this mapping will include a mapping of infrastructure (e.g. health facilities) in ISETs. REACH will produce maps of ISETs in each province, as well as a consolidated ISETs map covering all target provinces, and share these with the Clusters and ICCT.</p>							
Output 1.2							
Description							
Findings from ISETs outlining food security and other cluster needs, vulnerabilities and population characteristics are obtained through data collection, analysis and mapping.							
Assumptions & Risks							
REACH/ACTED have considered a number of risks as part of the elaboration of this proposal, including security constraints associated with household-level surveys in ISETs (e.g. limited access) and related counter-measures, of which more is said in the Security and Access sections below. REACH assumes that security conditions will allow for primary data collection in ISETs. Given the security situation will be monitored on a continuous basis, thereby allowing/constraining field deployments, REACH will adapt activities should security constraints prevail at a given time. REACH also assumes that partners will share any available secondary data in due course that will enable identification of locations of ISETs as part of the previous output, and that relevant partners will fully collaborate in the development and endorsement of the household-level survey ToR, tool and indicators. Current interaction with cluster members and an early engagement in the initial phase of the project with clusters will contribute to ensure buy in and participation in the project from stakeholders.							
Indicators							
				End cycle beneficiaries		End cycle	
Code	Cluster	Indicator	Men	Women	Boys	Girls	Target
Indicator 1.2.1	FOOD SECURITY AND AGRICULTURE	SA1-Envelope Four: Number of sector specific needs assessments designed and implemented to enhance humanitarian needs analysis and inform strategic targeting and prioritisation					1
<b>Means of Verification</b> : Research ToR, assessment report							
Indicator 1.2.2	FOOD SECURITY AND AGRICULTURE	Number of WASH/Shelter assessment ToRs developed and Cluster-endorsed					1
<b>Means of Verification</b> : Assessment ToR							
Indicator 1.2.3	FOOD SECURITY AND AGRICULTURE	Number of datasets published					1
<b>Means of Verification</b> : Published dataset							
Indicator 1.2.4	FOOD SECURITY AND AGRICULTURE	Number of provincial factsheets produced based on the results of the household-level food security assessment in ISETs					9
<b>Means of Verification</b> : Published factsheets							
Indicator 1.2.5	FOOD SECURITY AND AGRICULTURE	Number of household-level food security assessment reports produced					1
<b>Means of Verification</b> : Published report							
Activities							
Activity 1.2.1							
Standard Activity : Not Selected							
TERMS OF REFERENCE AND TOOL DEVELOPMENT FOR HOUSEHOLD-LEVEL SURVEY							
<p>While collecting secondary information, REACH will design a household-level tool in close collaboration with FSAC and other interested parties, that will serve as basis for the household-level survey to be launched in ISETs identified through the previous activity. REACH will liaise with the above mentioned actors on the data collection tools and analysis framework to strengthen assessment ownership from key stakeholders, and consider access constraints to develop methodologies appropriate for each target area. Research ToRs, tool and indicators will be reviewed by the Protection cluster and Gender in Humanitarian Action working group, and endorsed by FSAC. These will then be presented to the ICCT and the Assessment Working Group, and shared publicly.</p>							
Activity 1.2.2							
Standard Activity : Not Selected							

## IMPLEMENTATION OF THE HOUSEHOLD LEVEL SURVEY

The household-level survey proposed under this outcome will focus primarily on food security needs. The survey may also seek to collect information on other related critical needs, such as livelihoods, protection and nutrition. Whenever possible, random sampling will be used to select the households that will be interviewed in each ISET. The target number of households will be determined by the total number of populations and with the objective of enabling the generalization of findings, with a 95% level of confidence and a 5% margin of error at the province level, and may be adjusted depending on local access conditions. REACH will aim to interview a minimum of 390 households per province. As much as possible, REACH will use both male and female enumerators to ensure that sex-disaggregated data is collected and that women's specific needs and vulnerabilities are identified. REACH will also seek to identify needs and vulnerabilities associated with age, disabilities, etc., in line with recommendations from the Protection cluster and the Gender in Humanitarian Action working group. If data collection cannot be performed due to access issues, local organizations will be approached to help in data collection. All enumerators will be fully trained in the tool and its delivery prior to their deployment in the field. Regular progress updates on data collection will be provided to the donor and the ICCT. Where relevant, sensitive protection information will be passed to the Protection Cluster, in order to support interventions and planning. If agencies request the raw data containing household identifiers, then the sensitive name/contact details will be removed and replaced with a unique key so that the identifier information can be restored at a later date, based on the respect of protection standards.

### Activity 1.2.3

**Standard Activity : Not Selected**

## COMPILATION AND PUBLICATION OF RESULTS

REACH will take charge of data entry (where necessary), data cleaning, and data analysis. Based on the secondary data review results and on the household-level data collected by REACH teams in ISETs, a series of information products will be created. Preliminary findings and a clean dataset will be released publicly on appropriate platforms (e.g. ReliefWeb, HDX, etc.), followed by a single report and factsheets on the findings for each province. A preliminary findings workshop will be organized to allow the cluster, and interested stakeholders to partake in forming the narrative and guiding further analysis of the data. The results will be presented through all appropriate Cluster or coordination meetings to ensure that they are widely broadcast across the humanitarian community and can best be used to inform further programming.

## Outcome 2

The capacity of humanitarian organizations to identify, analyse and respond to humanitarian needs using the HEAT is enhanced.

### Output 2.1

#### Description

Humanitarian organizations' capacity to use the HEAT, analyze and report HEAT findings is strengthened through adapted tools and training.

#### Assumptions & Risks

While the key constraints associated with conducting assessments mostly relate to access and security, such risks may not have a high incidence on the implementation of the HEAT activities described below. As such, it is assumed that the training team as well as training participants will be able to travel to selected training locations. It is also assumed that humanitarian partners (including I/NGOs, Clusters, and the ICCT and HCAWG) will show a continuous interest in and support towards the HEAT training. ACTED/REACH also assume that they will be able to mobilize in-kind contributions from partners (e.g. hosting of REACH trainers during the provincial trainings), as well as the expertise of technical partners.

#### Indicators

Code	Cluster	Indicator	End cycle beneficiaries				End cycle
			Men	Women	Boys	Girls	Target
Indicator 2.1.1	FOOD SECURITY AND AGRICULTURE	SA1-Envelope Four: Number of HEAT trainings carried out nationwide					10
<b>Means of Verification</b> : Attendance sheets; training reports; pre and post training surveys							
Indicator 2.1.2	FOOD SECURITY AND AGRICULTURE	Number of HEAT ToT conducted nationwide					1
<b>Means of Verification</b> : Attendance sheets; training reports; pre and post training surveys							
Indicator 2.1.3	FOOD SECURITY AND AGRICULTURE	Number of HEAT complementary tools developed and endorsed					2

**Means of Verification** : HCAWG-endorsed HEAT analysis tool; HCAWG-endorsed HEAT reporting tool

#### Activities

### Activity 2.1.1

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

## DEVELOPMENT OF HEAT ANALYSIS AND REPORTING TOOLS

In the early stages of the project, REACH will undertake a review of discussions and possible solutions regarding the development of a dedicated HEAT analysis tool and of a related reporting tool. REACH will then design simple, comprehensive tools to standardize the analysis of and reporting on data collected by humanitarian partners through the HEAT as part of their emergency assessments. These tools will be presented to and endorsed by OCHA through the HCAWG. This standard form of analysis and reporting for each of the HEAT indicators will serve to maintain the quality of analyses, while harmonizing data interpretation and enabling comparisons between assessment findings from each implementing partner. REACH will also develop a SOP to facilitate the understanding of the tool and its appropriation by partners.

### Activity 2.1.2

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

## DEVELOPMENT OF TRAINING CURRICULA AND MATERIALS

REACH will closely coordinate with NRC in the early stages of the project in order to get the full details of what trainings have been delivered, where and to whom by NRC under its CHF 2016 1st Standard Allocation programming. This endeavours will provide REACH with a clear understanding of what has been achieved and of the remaining gaps. REACH will build on these previous trainings and related materials to develop capacity building packages for coordinated humanitarian HEAT assessments, including guidance on the analysis and reporting tools developed as part of the previous activity. REACH will develop training materials, including a handbook produced in English, Dari, and Pashto, supporting PowerPoint presentations and fabricated analysis examples to be used during trainings.

### Activity 2.1.3

#### Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;

##### DELIVERY OF HEAT TRAINING SESSIONS

Based on gaps identified as part of the previous activity, REACH will organize 10 trainings (3-day sessions) at the provincial level aimed at programme managers and other relevant I/NGO personnel operating in the field, focusing on higher level skills and additional gaps in assessment capacity. REACH's trainings will notably aim to ensure that the HEAT questions are well understood by all partners, while focusing on how to undertake analysis, interpret the results in light of Cluster-endorsed humanitarian thresholds, store and report on data. At the time of writing, suggested training locations include Herat, Jalalabad, Mazar-e-Sharif, and Kandahar. REACH will mobilize partners through Clusters and regional-level Clusters, as well as other coordination bodies, national and local networks.

### Activity 2.1.4

#### Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;

##### DELIVERY OF A HEAT TRAINING OF TRAINERS

In addition to the provincial training sessions, REACH will organize and deliver a ToT training (split into two 3-day trainings sessions) aimed at I/NGOs and UN agencies staff at capital-level. Each participant will therefore benefit from 6 days of training. This ToT will serve to ensure that key staff in humanitarian organizations or agencies get a thorough understanding of HEAT analysis and reporting, and to increase partner agencies' in-house capacity to disseminate this understanding to lower level staff that may be involved in data collection, analysis and reporting. This ToT will therefore increase the number of humanitarian organizations' staff benefitting directly or indirectly from the proposed HEAT training.

### Activity 2.1.5

#### Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;

##### POST-TRAINING MONITORING AND SUPPORT

REACH will provide a regular post-training monitoring and a helpline through its focal points (whose contact details will be disseminated during provincial trainings and the ToT) so that all trained partner agencies can raise any questions that they may have regarding the HEAT, and related data collection, analysis and reporting. REACH will provide technical support and trouble-shooting, and will regularly update a problem-solving log-sheet.

#### **Additional Targets :**

## EMERGENCY SHELTER AND NON-FOOD ITEMS

Cluster objectives	Strategic Response Plan (SRP) objectives	Percentage of activities
Objective 1: Coordinated and timely ES-NFI response to families affected and displaced by natural disaster and armed conflict	SO5: Emergency Response Preparedness (SA1 - Envelope Four)	100

**Contribution to Cluster/Sector Objectives :** REACH's intervention will contribute to both ESNFI objectives 1 ("Coordinated and timely ES/NFI response to families affected and displaced by natural disaster and conflict") and 2 ("Coordinated and timely ESNFI response to returnees"). Since July 2016 and the unexpected surge in returns from Pakistan, large influxes of returnee populations have settled in the Eastern and Central region provinces, that already had important caseloads of IDPs and prolonged IDPs, often overstressing local resources. Most of these returnee, IDP and PIDP are located in ISETs whose exact location, population numbers and Shelter conditions are often unclear. REACH will contribute to the ESNFI Cluster's priorities by providing a thorough mapping of these ISETs across ten provinces, and identifying their populations' basic Shelter needs and vulnerabilities so as to inform allocation of humanitarian resources going forward, as well as longer-term Shelter programming. In addition, this project will also contribute to the same ESNFI objective (1) through the provision of HEAT training that will build the capacity of humanitarian partners to undertake, analyse and share the results of rapid assessments, improving the delivery of emergency Shelter and NFI assistance. .

As part of the development of this proposal, thorough discussions were undertaken with each of the three Clusters on its geographic area of highest needs, as well as on the relevance of conducting an assessment focused on ISETs. This helped highlight the areas each Cluster was interested in. The vast majority of the indicators are similar between the food security and ESNFI/WASH tools, and therefore large amounts of crossover are possible between the two assessments. By ensuring that the sample strategies and the manner in which the questions are asked are kept uniform between the two assessments, clear, statistically robust comparisons between geographic regions can be made. This means that the two parallel surveys can be merged to show the key vulnerabilities and needs of the entire geographic area covered, with each area containing additional indicators specific to the lead cluster. In addition, as part of the development of the final indicator list, tools and indicators used outside of REACH (including the Household Emergency Assessment Tool, tools developed by IOM, etc.) will be compared, and aligned where possible, so as to allow comparison between research conducted by REACH in ISETs and surveys conducted by other humanitarian partners in other areas, therefore enabling the prioritization of funding to areas of highest need. While it may contribute to an improved understanding of long-term development needs in target areas, the primary purpose of the survey is to identify acute humanitarian vulnerabilities and needs to inform life-saving responses in accordance with humanitarian thresholds and Clusters priorities, and potentially to inform further assessments.

### Outcome 1

A thorough, evidence-based understanding of WASH and Shelter needs and vulnerabilities within ISETs in the Central, South Eastern and Eastern regions is available for humanitarian actors.

#### Output 1.1

##### Description

A reliable estimate of the numbers and locations of ISETs is obtained through secondary data review and rapid field verification.

##### Assumptions & Risks

REACH/ACTED have considered a number of risks as part of the elaboration of this proposal, including security constraints associated with the triangulation of ISETs locations and related counter-measures, of which more is said in the Security and Access sections below. REACH assumes that security conditions will allow for primary data collection in ISETs. REACH also assumes that partners will share any available secondary data in due course that will enable identification of locations of ISETs.

##### Indicators

Code	Cluster	Indicator	End cycle beneficiaries				End cycle
			Men	Women	Boys	Girls	Target
Indicator 1.1.1	EMERGENCY SHELTER AND NON-FOOD ITEMS	SA1-Envelope Four: Number of sector specific needs assessments designed and implemented to enhance humanitarian needs analysis and inform strategic targeting and prioritisation					1

**Means of Verification :** Research ToR, assessment report

Indicator 1.1.2	EMERGENCY SHELTER AND NON-FOOD ITEMS	Number of datasets created that include the estimated location and numbers of ISETs, validated through field assessments					1
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**Means of Verification :** Published datasets

Indicator 1.1.3	EMERGENCY SHELTER AND NON-FOOD ITEMS	Number of maps produced identifying the location of ISETs					1
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**Means of Verification :** Published maps

##### Activities

#### Activity 1.1.1

##### Standard Activity : Not Selected

##### SECONDARY DATA REVIEW

A secondary data review of WASH and Shelter vulnerabilities within Afghanistan will be conducted to understand the key previous studies and datasets available, to aid in streamlining this assessment to previous work. REACH will undertake a secondary data review to identify the locations of informal settlement locations in Nangarhar, Nuristan, Kunar and Laghman (Eastern region) and Kabul, Kapisa, Logar (Central region), Paktya, Khost and Paktika provinces (South Eastern region), supported by its own available data on ISETs in Nangarhar and Kabul provinces. For this purpose, REACH will engage key aid actors (UN agencies, international and national NGOs) and other aid stakeholders (GoA and relevant local authorities), including the Clusters, ICCT, and the Assessment Working Group, both at the capital and provincial level.

#### Activity 1.1.2

##### Standard Activity : Not Selected

## INFORMAL SETTLEMENTS MAPPING

This information will be triangulated through rapid field verification visits to confirm the existence and location of ISETs, and estimated population figures (e.g., IDPs, prolonged IDPs, returnees). When security and access permits, this data will be collected through key informant interviews and direct observation at the field level. When primary data collection is not possible due to access and security, remote data collection will be considered.

REACH will verify settlement locations to map new settlements, confirm old sites are currently occupied, identify settlement representatives and identify estimated populations and groups. Based on information collected and triangulated as part of the previous activity, REACH will produce a mapping of existing ISETs across the Eastern, South Eastern and Central regions. Where possible, this mapping will include a mapping of infrastructure (e.g. health facilities) in ISETs. REACH will produce maps of ISETs in each province, as well as a consolidated ISETs map covering all target provinces, and share these with the Clusters and ICCT.

### Output 1.2

#### Description

Findings from ISETs outlining WASH, Shelter and related cluster needs, vulnerabilities and population characteristics are obtained through data collection, analysis and mapping.

#### Assumptions & Risks

REACH/ACTED have considered a number of risks as part of the elaboration of this proposal, including security constraints associated with household-level surveys in ISETs (e.g. limited access) and related counter-measures, of which more is said in the Security and Access sections below. REACH assumes that security conditions will allow for primary data collection in ISETs. REACH also assumes that partners will share any available secondary data in due course that will enable identification of locations of ISETs as part of the previous output, and that relevant partners will fully collaborate in the development and endorsement of the household-level survey ToR, tool and indicators.

#### Indicators

Code	Cluster	Indicator	End cycle beneficiaries				End cycle
			Men	Women	Boys	Girls	Target
Indicator 1.2.1	EMERGENCY SHELTER AND NON-FOOD ITEMS	SA1-Envelope Four: Number of sector specific needs assessments designed and implemented to enhance humanitarian needs analysis and inform strategic targeting and prioritisation					1
<b>Means of Verification</b> : Research ToR, assessment report							
Indicator 1.2.2	EMERGENCY SHELTER AND NON-FOOD ITEMS	Number of maps produced identifying the location of ISETs					1
<b>Means of Verification</b> : Research ToR							
Indicator 1.2.3	EMERGENCY SHELTER AND NON-FOOD ITEMS	Number of datasets published					1
<b>Means of Verification</b> : published dataset							
Indicator 1.2.4	EMERGENCY SHELTER AND NON-FOOD ITEMS	Number of provincial factsheets produced based on the results of the household-level WASH/Shelter assessment in ISETs					10
<b>Means of Verification</b> : Published factsheets							
Indicator 1.2.5	EMERGENCY SHELTER AND NON-FOOD ITEMS	Number of household-level WASH/Shelter assessment reports produced					1
<b>Means of Verification</b> : Assessment report							

#### Activities

##### Activity 1.2.1

##### Standard Activity : Not Selected

#### TERMS OF REFERENCE AND TOOL DEVELOPMENT FOR HOUSEHOLD-LEVEL SURVEY

While collecting secondary information, REACH will design a household-level tool in close collaboration with the WASH and ESNFI Clusters and other interested parties, that will serve as basis for the household-level survey to be launched in ISETs identified through the previous activity. REACH will liaise with the above mentioned actors on the data collection tools and analysis framework to strengthen assessment ownership from key stakeholders, and consider access constraints to develop methodologies appropriate for each target area. Research ToRs, tool and indicators will be reviewed by the Protection cluster and Gender in Humanitarian Action working group, and endorsed by the WASH and ES/NFI Clusters. These will then be presented to the ICCT and the Assessment Working Group, and shared publicly.

##### Activity 1.2.2

##### Standard Activity : Not Selected

## IMPLEMENTATION OF THE HOUSEHOLD LEVEL SURVEY

The household-level survey proposed under this outcome will focus primarily on WASH and Shelter needs. The survey may also seek to collect information on other related critical needs, such as livelihoods and protection. Whenever possible, random sampling will be used to select the households that will be interviewed in each ISET. The target number of households will be determined by the total number of populations and with the objective of enabling the generalization of findings, with a 95% level of confidence and a 5% margin of error, and may be adjusted depending on local access conditions. REACH will aim to interview a minimum of 390 households per province. As much as possible, REACH will use both male and female enumerators to ensure that sex-disaggregated data is collected and that women's specific needs and vulnerabilities are identified. REACH will also seek to identify needs and vulnerabilities associated with age, disabilities, etc through recommendation from the Protection cluster and Gender in Humanitarian Action working group. If data collection cannot be performed due to access issues, local organizations will be approached to help in data collection. All enumerators will be fully trained in the tool and its delivery prior to their deployment in the field. Regular progress updates on data collection will be provided to the donor and the ICCT. Where relevant, sensitive protection information will be passed to the Protection Cluster, in order to support interventions and planning. If agencies request the raw data containing household identifiers, then the sensitive name/contact details will be removed and replaced with a unique key so that the identifier information can be restored at a later date, based on the respect of protection standards.

### Activity 1.2.3

**Standard Activity : Not Selected**

## COMPILATION AND PUBLICATION OF RESULTS

REACH will take charge of data entry (where necessary), data cleaning, and data analysis. Based on the secondary data review results and on the household-level data collected by REACH teams in ISETs, a series of information products will be created. Preliminary findings and a clean dataset will be released publicly on appropriate platforms (e.g. ReliefWeb, HDX, etc.), followed by a single report and factsheets on the findings for each province. A preliminary findings workshop will be organized to allow the cluster, and interested parties to partake in forming the narrative and guiding further analysis of the data. The results will be presented through all appropriate Cluster or coordination meetings to ensure that they are widely broadcast across the humanitarian community and can best be used to inform further programming.

## Outcome 2

The capacity of humanitarian organizations to identify, analyse and respond to humanitarian needs using the HEAT is enhanced.

### Output 2.1

#### Description

Humanitarian organizations' capacity to use the HEAT, analyze and report HEAT findings is strengthened through adapted tools and training

#### Assumptions & Risks

While the key constraints associated with conducting assessments mostly relate to access and security, such risks may not have a high incidence on the implementation of the HEAT activities described below. As such, it is assumed that the training team as well as training participants will be able to travel to selected training locations. It is also assumed that humanitarian partners (including I/NGOs, Clusters, and the ICCT and HCAWG) will show a continuous interest in and support towards the HEAT training. ACTED/REACH also assume that they will be able to mobilize in-kind contributions from partners (e.g. hosting of REACH trainers during the provincial trainings), as well as the expertise of technical partners.

#### Indicators

Code	Cluster	Indicator	End cycle beneficiaries				End cycle
			Men	Women	Boys	Girls	Target
Indicator 2.1.1	EMERGENCY SHELTER AND NON-FOOD ITEMS	SA1-Envelope Four: Number of HEAT trainings carried out nationwide	2	2	3	3	10
<b>Means of Verification</b> : Attendance sheets; training reports; pre and post training surveys							
Indicator 2.1.2	EMERGENCY SHELTER AND NON-FOOD ITEMS	SA1-Envelope Four: Number of HEAT Training of Trainers carried out nationwide	0	0	0	1	1
<b>Means of Verification</b> : Attendance sheets; training reports; pre and post training surveys							
Indicator 2.1.3	EMERGENCY SHELTER AND NON-FOOD ITEMS	Number of HEAT complementary tools developed and endorsed					2

**Means of Verification** : HCAWG-endorsed HEAT analysis tool; HCAWG-endorsed HEAT reporting tool

#### Activities

### Activity 2.1.1

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

## DEVELOPMENT OF HEAT ANALYSIS AND REPORTING TOOLS

In the early stages of the project, REACH will undertake a review of discussions and possible solutions regarding the development of a dedicated HEAT analysis tool and of a related reporting tool. REACH will then design simple, comprehensive tools to standardize the analysis of and reporting on data collected by humanitarian partners through the HEAT as part of their emergency assessments. These tools will be presented to and endorsed by OCHA through the HCAWG. This standard form of analysis and reporting for each of the HEAT indicators will serve to maintain the quality of analyses, while harmonizing data interpretation and enabling comparisons between assessment findings from each implementing partner. REACH will also develop a SOP to facilitate the understanding of the tool and its appropriation by partners.

### Activity 2.1.2

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

## DEVELOPMENT OF TRAINING CURRICULA AND MATERIALS

REACH will closely coordinate with NRC in the early stages of the project in order to get the full details of what trainings have been delivered, where and to whom by NRC under its CHF 2016 1st Standard Allocation programming. This endeavours will provide REACH with a clear understanding of what has been achieved and of the remaining gaps. REACH will build on these previous trainings and related materials to develop capacity building packages for coordinated humanitarian HEAT assessments, including guidance on the analysis and reporting tools developed as part of the previous activity. REACH will develop training materials, including a handbook produced in English, Dari, and Pashto, supporting PowerPoint presentations and fabricated analysis examples to be used during trainings.

### Activity 2.1.3

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

#### DELIVERY OF HEAT TRAINING SESSIONS

Based on gaps identified as part of the previous activity, REACH will organize 10 trainings (3-day sessions) at the provincial level aimed at programme managers and other relevant I/NGO personnel operating in the field, focusing on higher level skills and additional gaps in assessment capacity. REACH's trainings will notably aim to ensure that the HEAT questions are well understood by all partners, while focusing on how to undertake analysis, interpret the results in light of Cluster-endorsed humanitarian thresholds, store and report on data. At the time of writing, suggested training locations include Herat, Jalalabad, Mazar-e-Sharif, and Kandahar. REACH will mobilize partners through Clusters and regional-level Clusters, as well as other coordination bodies, national and local networks.

### Activity 2.1.4

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

#### DELIVERY OF A HEAT TRAINING OF TRAINERS

In addition to the provincial training sessions, REACH will organize and deliver a ToT training (split into two 3-day trainings sessions) aimed at I/NGOs and UN agencies staff at capital-level. Each participant will therefore benefit from 6 days of training. This ToT will serve to ensure that key staff in humanitarian organizations or agencies get a thorough understanding of HEAT analysis and reporting, and to increase partner agencies' in-house capacity to disseminate this understanding to lower level staff that may be involved in data collection, analysis and reporting. This ToT will therefore increase the number of humanitarian organizations' staff benefitting directly or indirectly from the proposed HEAT training.

### Activity 2.1.5

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

#### POST-TRAINING MONITORING AND SUPPORT

REACH will provide a regular post-training monitoring and a helpline through its focal points (whose contact details will be disseminated during provincial trainings and the ToT) so that all trained partner agencies can raise any questions that they may have regarding the HEAT, and related data collection, analysis and reporting. REACH will provide technical support and trouble-shooting, and will regularly update a problem-solving log-sheet.

#### **Additional Targets :**



<b>Activity 1.1.2</b>							
<b>Standard Activity : Not Selected</b>							
INFORMAL SETTLEMENTS MAPPING							
<p>This information will be triangulated through rapid field verification visits to confirm the existence and location of ISETs, and estimated population figures (e.g., IDPs, prolonged IDPs, returnees). When security and access permits, this data will be collected through key informant interviews and direct observation at the field level. When primary data collection is not possible due to access and security, remote data collection will be considered.</p> <p>REACH will verify settlement locations to map new settlements, confirm old sites are currently occupied, identify settlement representatives and identify estimated populations and groups. Based on information collected and triangulated as part of the previous activity, REACH will produce a mapping of existing ISETs across the Eastern, South Eastern and Central regions. Where possible, this mapping will include a mapping of infrastructure (e.g. health facilities) in ISETs. REACH will produce maps of ISETs in each province, as well as a consolidated ISETs map covering all target provinces, and share these with the Clusters and ICCT.</p>							
<b>Output 1.2</b>							
<b>Description</b>							
Findings from ISETs outlining WASH, Shelter and related cluster needs, vulnerabilities and population characteristics are obtained through data collection, analysis and mapping.							
<b>Assumptions &amp; Risks</b>							
REACH/ACTED have considered a number of risks as part of the elaboration of this proposal, including security constraints associated with household-level surveys in ISETs (e.g. limited access) and related counter-measures, of which more is said in the Security and Access sections below. REACH assumes that security conditions will allow for primary data collection in ISETs. REACH also assumes that partners will share any available secondary data in due course that will enable identification of locations of ISETs as part of the previous output, and that relevant partners will fully collaborate in the development and endorsement of the household-level survey ToR, tool and indicators.							
<b>Indicators</b>							
			<b>End cycle beneficiaries</b>				<b>End cycle</b>
<b>Code</b>	<b>Cluster</b>	<b>Indicator</b>	<b>Men</b>	<b>Women</b>	<b>Boys</b>	<b>Girls</b>	<b>Target</b>
Indicator 1.2.1	WATER, SANITATION AND HYGIENE	SA1-Envelope Four: Number of cluster led sector specific needs assessments designed and implemented to enhance humanitarian needs analysis and inform strategic targeting and prioritisation					1
<b>Means of Verification</b> : Research ToR, assessment report							
Indicator 1.2.2	WATER, SANITATION AND HYGIENE	Number of WASH/Shelter assessment ToRs developed and Cluster-endorsed					1
<b>Means of Verification</b> : Research ToR							
Indicator 1.2.3	WATER, SANITATION AND HYGIENE	Number of datasets published					1
<b>Means of Verification</b> : Published dataset							
Indicator 1.2.4	WATER, SANITATION AND HYGIENE	Number of provincial factsheets produced based on the results of the household-level WASH/Shelter assessment in ISETs					10
<b>Means of Verification</b> : Published factsheets							
Indicator 1.2.5	WATER, SANITATION AND HYGIENE	Number of household-level WASH/Shelter assessment reports produced					1
<b>Means of Verification</b> : Report published							
<b>Activities</b>							
<b>Activity 1.2.1</b>							
<b>Standard Activity : Not Selected</b>							
TERMS OF REFERENCE AND TOOL DEVELOPMENT FOR HOUSEHOLD-LEVEL SURVEY							
<p>While collecting secondary information, REACH will design a household-level tool in close collaboration with the WASH and ESNFI Clusters and other interested parties, that will serve as basis for the household-level survey to be launched in ISETs identified through the previous activity. REACH will liaise with the above mentioned actors on the data collection tools and analysis framework to strengthen assessment ownership from key stakeholders, and consider access constraints to develop methodologies appropriate for each target area. Research ToRs, tool and indicators will be reviewed by the Protection cluster and Gender in Humanitarian Action working group, and endorsed by the WASH and ES/NFI Clusters. These will then be presented to the ICCT and the Assessment Working Group, and shared publicly.</p>							
<b>Activity 1.2.2</b>							
<b>Standard Activity : Not Selected</b>							

## IMPLEMENTATION OF THE HOUSEHOLD LEVEL SURVEY

The household-level survey proposed under this outcome will focus primarily on WASH and Shelter needs. The survey may also seek to collect information on other related critical needs, such as livelihoods and protection. Whenever possible, random sampling will be used to select the households that will be interviewed in each ISET. The target number of households will be determined by the total number of populations and with the objective of enabling the generalization of findings, with a 95% level of confidence and a 5% margin of error, and may be adjusted depending on local access conditions. REACH will aim to interview a minimum of 390 households per province. As much as possible, REACH will use both male and female enumerators to ensure that sex-disaggregated data is collected and that women's specific needs and vulnerabilities are identified. REACH will also seek to identify needs and vulnerabilities associated with age, disabilities, etc through recommendation from the Protection cluster and Gender in Humanitarian Action working group. If data collection cannot be performed due to access issues, local organizations will be approached to help in data collection. All enumerators will be fully trained in the tool and its delivery prior to their deployment in the field. Regular progress updates on data collection will be provided to the donor and the ICCT. Where relevant, sensitive protection information will be passed to the Protection Cluster, in order to support interventions and planning. If agencies request the raw data containing household identifiers, then the sensitive name/contact details will be removed and replaced with a unique key so that the identifier information can be restored at a later date, based on the respect of protection standards.

### Activity 1.2.3

**Standard Activity : Not Selected**

## COMPILATION AND PUBLICATION OF RESULTS

REACH will take charge of data entry (where necessary), data cleaning, and data analysis. Based on the secondary data review results and on the household-level data collected by REACH teams in ISETs, a series of information products will be created. Preliminary findings and a clean dataset will be released publicly on appropriate platforms (e.g. ReliefWeb, HDX, etc.), followed by a single report and factsheets on the findings for each province. A preliminary findings workshop will be organized to allow the cluster, and interested parties to partake in forming the narrative and guiding further analysis of the data. The results will be presented through all appropriate Cluster or coordination meetings to ensure that they are widely broadcast across the humanitarian community and can best be used to inform further programming.

## Outcome 2

The capacity of humanitarian organizations to identify, analyse and respond to humanitarian needs using the HEAT is enhanced.

### Output 2.1

#### Description

Humanitarian organizations' capacity to use the HEAT, analyze and report HEAT findings is strengthened through adapted tools and training

#### Assumptions & Risks

While the key constraints associated with conducting assessments mostly relate to access and security, such risks may not have a high incidence on the implementation of the HEAT activities described below. As such, it is assumed that the training team as well as training participants will be able to travel to selected training locations. It is also assumed that humanitarian partners (including I/NGOs, Clusters, and the ICCT and HCAWG) will show a continuous interest in and support towards the HEAT training. ACTED/REACH also assume that they will be able to mobilize in-kind contributions from partners (e.g. hosting of REACH trainers during the provincial trainings), as well as the expertise of technical partners.

#### Indicators

Code	Cluster	Indicator	End cycle beneficiaries				End cycle
			Men	Women	Boys	Girls	Target
Indicator 2.1.1	WATER, SANITATION AND HYGIENE	SA1-Envelope Four: Number of HEAT trainings carried out nationwide					10
<b>Means of Verification</b> : Attendance sheets; training reports; pre and post training surveys							
Indicator 2.1.2	WATER, SANITATION AND HYGIENE	SA1-Envelope Four: Number of HEAT trainings carried out nationwide					1
<b>Means of Verification</b> : Attendance sheets; training reports; pre and post training surveys							
Indicator 2.1.3	WATER, SANITATION AND HYGIENE	Number of HEAT complementary tools developed and endorsed					2

**Means of Verification** : HCAWG-endorsed HEAT analysis tool; HCAWG-endorsed HEAT reporting tool

#### Activities

### Activity 2.1.1

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

## DEVELOPMENT OF HEAT ANALYSIS AND REPORTING TOOLS

In the early stages of the project, REACH will undertake a review of discussions and possible solutions regarding the development of a dedicated HEAT analysis tool and of a related reporting tool. REACH will then design simple, comprehensive tools to standardize the analysis of and reporting on data collected by humanitarian partners through the HEAT as part of their emergency assessments. These tools will be presented to and endorsed by OCHA through the HCAWG. This standard form of analysis and reporting for each of the HEAT indicators will serve to maintain the quality of analyses, while harmonizing data interpretation and enabling comparisons between assessment findings from each implementing partner. REACH will also develop a SOP to facilitate the understanding of the tool and its appropriation by partners.

### Activity 2.1.2

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

## DEVELOPMENT OF TRAINING CURRICULA AND MATERIALS

REACH will closely coordinate with NRC in the early stages of the project in order to get the full details of what trainings have been delivered, where and to whom by NRC under its CHF 2016 1st Standard Allocation programming. This endeavours will provide REACH with a clear understanding of what has been achieved and of the remaining gaps. REACH will build on these previous trainings and related materials to develop capacity building packages for coordinated humanitarian HEAT assessments, including guidance on the analysis and reporting tools developed as part of the previous activity. REACH will develop training materials, including a handbook produced in English, Dari, and Pashto, supporting PowerPoint presentations and fabricated analysis examples to be used during trainings.

### Activity 2.1.3

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

#### DELIVERY OF HEAT TRAINING SESSIONS

Based on gaps identified as part of the previous activity, REACH will organize 10 trainings (3-day sessions) at the provincial level aimed at programme managers and other relevant I/NGO personnel operating in the field, focusing on higher level skills and additional gaps in assessment capacity. REACH's trainings will notably aim to ensure that the HEAT questions are well understood by all partners, while focusing on how to undertake analysis, interpret the results in light of Cluster-endorsed humanitarian thresholds, store and report on data. At the time of writing, suggested training locations include Herat, Jalalabad, Mazar-e-Sharif, and Kandahar. REACH will mobilize partners through Clusters and regional-level Clusters, as well as other coordination bodies, national and local networks.

### Activity 2.1.4

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

#### DELIVERY OF A HEAT TRAINING OF TRAINERS

In addition to the provincial training sessions, REACH will organize and deliver a ToT training (split into two 3-day trainings sessions) aimed at I/NGOs and UN agencies staff at capital-level. Each participant will therefore benefit from 6 days of training. This ToT will serve to ensure that key staff in humanitarian organizations or agencies get a thorough understanding of HEAT analysis and reporting, and to increase partner agencies' in-house capacity to disseminate this understanding to lower level staff that may be involved in data collection, analysis and reporting. This ToT will therefore increase the number of humanitarian organizations' staff benefitting directly or indirectly from the proposed HEAT training.

### Activity 2.1.5

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

#### POST-TRAINING MONITORING AND SUPPORT

REACH will provide a regular post-training monitoring and a helpline through its focal points (whose contact details will be disseminated during provincial trainings and the ToT) so that all trained partner agencies can raise any questions that they may have regarding the HEAT, and related data collection, analysis and reporting. REACH will provide technical support and trouble-shooting, and will regularly update a problem-solving log-sheet.

#### **Additional Targets :**

PROTECTION							
Cluster objectives		Strategic Response Plan (SRP) objectives	Percentage of activities				
Objective 2: Evolving protection concerns, needs and violations are monitored, analysed, and responded to upholding fundamental rights and restoring the dignity and well-being of vulnerable shock affected populations		SO5: Emergency Response Preparedness (SA1 - Envelope Four)	100				
<p><b>Contribution to Cluster/Sector Objectives :</b> The proposed action will contribute to the Protection Cluster's objective 2: "Evolving protection concerns, needs and violations are monitored, analysed, and responded to, upholding fundamental rights and restoring the dignity and well-being of vulnerable sock-affected populations". As part of the Humanitarian Response Plan for 2017, the Protection Cluster targets 2.6 million individuals, largely composed by returnee and conflict-displaced populations, and has identified the need for coordinated monitoring and analysis of affected populations to inform "preventive, responsive and remedial interventions". The activities proposed below will evaluate the education and protection needs and vulnerabilities of some of the most vulnerable groups across Afghanistan, and will largely contribute to the elaboration of further EiE and CPiE programming and to MoE policy-making. The HEAT training component of this action will also contribute towards the same APC objective by enhancing the capacity of humanitarian partners to conduct rapid HEAT assessments, analyse and share results, with a focus on gender and protection sensitiveness.</p>							
<b>Outcome 1</b>							
A thorough, evidence-based understanding of educational and protection needs and vulnerabilities of displaced, returnee and refugee children is available for humanitarian stakeholders.							
<b>Output 1.1</b>							
<b>Description</b>							
Findings from a mixed methods assessment (household-level data collection and FGDs/KIIs) outlining educational and child protection needs, vulnerabilities and population characteristics are obtained through data collection and analysis.							
<b>Assumptions &amp; Risks</b>							
As part of the elaboration of the proposed action, ACTED and REACH have identified a number of risks whose occurrence might undermine REACH from successfully carrying out the activities described below. These risks include the potential inaccessibility of certain sites due to security constraints or natural disasters that would affect partners' ability to reach data collection (household-level survey, FGDs, KIIs) sites. It is assumed that REACH and other JNA partners' respective presence and experience in the field will help overcome such constraints. It is also assumed that the MoE and PEDs, EiE, CPiE and other relevant humanitarian and development partners will readily share any secondary information they may have, and collaborate with the implementation of the survey in the field. UNICEF offered its support in facilitating access to certain access constrained areas.							
<b>Indicators</b>							
Code	Cluster	Indicator	End cycle beneficiaries				End cycle
			Men	Women	Boys	Girls	Target
Indicator 1.1.1	PROTECTION	SA1-Envelope Four: Number of cluster led sector specific needs assessments designed and implemented to enhance humanitarian needs analysis and inform strategic targeting and prioritisation					1
<b>Means of Verification :</b> Research ToR, assessment report							
Indicator 1.1.2	PROTECTION	Number of EiE/CPiE assessment ToRs developed and Cluster-endorsed					1
<b>Means of Verification :</b> Published assessment ToR							
Indicator 1.1.3	PROTECTION	Number of EiE assessment handbooks produced					1
<b>Means of Verification :</b> Published handbook							
Indicator 1.1.4	PROTECTION	Number of EiE/CPiE datasets published					1
<b>Means of Verification :</b> Published dataset							
Indicator 1.1.5	PROTECTION	Number of regional factsheets produced based on the results of the household-level EiE/CPiE assessment					6
<b>Means of Verification :</b> Published factsheets							
Indicator 1.1.6	PROTECTION	Number of EiE/CPiE assessment reports produced					1
<b>Means of Verification :</b> Published report							
<b>Activities</b>							
<b>Activity 1.1.1</b>							
<p><b>Standard Activity :</b> Sector specific needs assessments that address current humanitarian data gaps and inform strategic cluster programming approaches. Proposals to undertake humanitarian assessments that cater for a wide range of actors and their information needs across sectors as well as between geographic localities would be given precedence;</p>							

## SECONDARY DATA REVIEW

In the early stages of the project, REACH will carry out a thorough secondary data review of educational and protection needs and vulnerabilities, and of datasets pertaining to returnee, refugee and displaced population and locations. For this purpose, REACH will coordinate with the EiE working group and the CPIE and their members, the MoE and PEDs, as well as any other agency or network that may have relevant information. REACH will collect and review any available reports, datasets or information.

This endeavour will allow identified key themes for educational barriers and vulnerabilities, and child protection issues, to be explored. In addition, existing tools and assessment data will be analyzed to ensure the proposed assessment fits into wider educational and protection information management.

### Activity 1.1.2

**Standard Activity : Sector specific needs assessments that address current humanitarian data gaps and inform strategic cluster programming approaches. Proposals to undertake humanitarian assessments that cater for a wide range of actors and their information needs across sectors as well as between geographic localities would be given precedence;**

## TOOL DEVELOPMENT AND ENDORSEMENT

Through sustained engagement with EiE and CPIE partners, REACH will establish a dedicated TWG for the purposes of the proposed assessment. This TWG will be co-led by the MoE, as well as CPIE and EiE working group leads, and will serve as the key coordination platform for the assessment's design, implementation and reporting. Organizations such as Save the Children and the Norwegian Refugee Council, as well as other national NGOs, have expressed their interest in being part of the TWG and supporting the JNA in the field.

REACH will revise the research ToR that was drafted by the EiE working group, and design a gender-sensitive assessment tool and indicators that will serve as basis for both the EiE and CPIE household-level survey (activity 1.1.3) and FGDs (activity 1.1.4). These will be presented to the TWG and the Protection Cluster. REACH will take into consideration their respective feedback, if any, and adjust the ToR, tool and indicators as needed. The TOR, tool and indicators will then be endorsed by the TWG and shared publicly.

### Activity 1.1.3

**Standard Activity : Sector specific needs assessments that address current humanitarian data gaps and inform strategic cluster programming approaches. Proposals to undertake humanitarian assessments that cater for a wide range of actors and their information needs across sectors as well as between geographic localities would be given precedence;**

## TRAINING / WORKHOPS

The JNA provides a unique opportunity to leverage and build on existing assessment experience. At the same time the project aims on advancing knowledge and experience in assessment planning, implementation and analysis.

REACH will closely involve government (i.e. MoE and PED) and local partners in all aspects of the assessment process to build capacity, buy-in and ensure the use of collected data and sustainability of developed tools. This will notably be done through a one-day workshop that will be organized upon validation of the research ToRs, indicators and tool. This workshop will aim to present findings of the secondary data review; explain how indicators were chosen; how these relate to other pieces of research that have been published (i.e. comparison with other survey findings); how assessment questions have been formulated, which indicators were selected for the household-level survey and FGDs respectively, and why; sampling methodologies that are to be used; etc. This workshop will be opened to all interested partners, and will aim not only to build the capacity of TWG partners for the proposed assessment, but also to build their capacity for future assessments. During this workshop, REACH will present a Handbook for EiE assessment. This handbook may be edited based on feedback collected during this session, and will then be disseminated.

A second one-day workshop will be organized once preliminary findings of the household-level survey and FGDs are available, and will aim to discuss among all interested TWG parties their take on these findings; how the dataset should be used; which issues needs to be investigated further; and draw key recommendations. These will be encompassed in the assessment report.

### Activity 1.1.4

**Standard Activity : Sector specific needs assessments that address current humanitarian data gaps and inform strategic cluster programming approaches. Proposals to undertake humanitarian assessments that cater for a wide range of actors and their information needs across sectors as well as between geographic localities would be given precedence;**

## HOUSEHOLD LEVEL SURVEY

Once the research ToR, tool and indicators have been agreed upon, and based on the results of the secondary data review, REACH will launch a household-level survey. The data collection will be conducted in the course of a two-month period, by trained assessment teams consisting of enumerators from REACH, EiE working group/CPIE partners and the MoE, coordinated by ACTED/REACH. REACH will seek to conduct an average of 377 households interviews per region. This target will be adjusted in each region with regards to the presence and accessibility of caseloads.

This household-level survey will target internally displaced, returnee and refugee households. It will help identify key demographic and socio-economic characteristics of target populations, and will aim to evaluate education and protection specific indicators, and may also include related indicators (e.g. livelihoods). JNA data collection partners will particularly aim to access female respondents and collect information and girls' specific protection and education needs.

### Activity 1.1.5

**Standard Activity : Sector specific needs assessments that address current humanitarian data gaps and inform strategic cluster programming approaches. Proposals to undertake humanitarian assessments that cater for a wide range of actors and their information needs across sectors as well as between geographic localities would be given precedence;**

## FOCUS GROUP DISCUSSIONS AND KEY INFORMANT INTERVIEWS

After the household-level survey has started and once its preliminary findings are identified, a round of FGDs and KIIs will be held in selected locations in each region of Afghanistan, targeting schools located near and affected by the presence of internally displaced, returnee or refugee caseloads.

This qualitative survey will serve to explore in depth barriers to education and related vulnerabilities from the education supply side, as well as child protection concerns. FGDs and KIIs will play a key role in the identification of service delivery gaps and needs, and in the elaboration of recommendations on how to safely and sustainably improve or resume education services in areas where internally displaced, returnee and refugee caseloads can be found.

### Activity 1.1.6

**Standard Activity : Sector specific needs assessments that address current humanitarian data gaps and inform strategic cluster programming approaches. Proposals to undertake humanitarian assessments that cater for a wide range of actors and their information needs across sectors as well as between geographic localities would be given precedence;**

## COMPILATION AND PUBLICATION OF RESULTS

The data collected by REACH and JNA partners through the household-level assessment will be entered in the specific data collection and analysis tool that will be developed by REACH for this assessment. FGD and KII qualitative data will be compiled into anonymized transcripts. Data analysis will be conducted by REACH, in close collaboration with the MoE and the TWG. For each region, REACH will produce a comparative analysis of access to education and protection concerns by population group (returnees, refugees, internally displaced).

Based on the secondary data review, and primary household and FGD/KII data collected, information products will be created. REACH will publicly release preliminary findings and a clean dataset, followed by a single comprehensive report (including maps, tables and graphs), detailing findings and recommendations, and regional profiles (in the form of factsheets) summarizing findings for each province. The results will be presented through all appropriate cluster and coordination meetings. REACH will also release a contact list of schools visited as part of FGD and KIIs.

### Outcome 2

The capacity of humanitarian organizations to identify, analyse and respond to humanitarian needs using the HEAT is enhanced.

### Output 2.1

#### Description

Humanitarian organizations' capacity to use the HEAT, analyze and report HEAT findings is strengthened through adapted tools and training

#### Assumptions & Risks

While the key constraints associated with conducting assessments mostly relate to access and security, such risks may not have a high incidence on the implementation of the HEAT activities described below. As such, it is assumed that the training team as well as training participants will be able to travel to selected training locations. It is also assumed that humanitarian partners (including I/NGOs, Clusters, and the ICCCT and HCAWG) will show a continuous interest in and support towards the HEAT training. ACTED/REACH also assume that they will be able to mobilize in-kind contributions from partners (e.g. hosting of REACH trainers during the provincial trainings), as well as the expertise of technical partners.

#### Indicators

Code	Cluster	Indicator	End cycle beneficiaries				End cycle
			Men	Women	Boys	Girls	Target
Indicator 2.1.1	PROTECTION	SA1-Envelope Four: Number of HEAT trainings carried out nationwide					10
<b>Means of Verification</b> : Attendance sheets; training reports; pre and post training surveys							
Indicator 2.1.2	PROTECTION	SA1-Envelope Four: Number of HEAT Training of Trainers carried out nationwide					1
<b>Means of Verification</b> : Attendance sheets; training reports; pre and post training surveys							
Indicator 2.1.3	PROTECTION	Number of HEAT complementary tools developed and endorsed					2

**Means of Verification** : HCAWG-endorsed HEAT analysis tool; HCAWG-endorsed HEAT reporting tool

#### Activities

##### Activity 2.1.1

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

#### DEVELOPMENT OF HEAT ANALYSIS AND REPORTING TOOLS

In the early stages of the project, REACH will undertake a review of discussions and possible solutions regarding the development of a dedicated HEAT analysis tool and of a related reporting tool. REACH will then design simple, comprehensive tools to standardize the analysis of and reporting on data collected by humanitarian partners through the HEAT as part of their emergency assessments. These tools will be presented to and endorsed by OCHA through the HCAWG. This standard form of analysis and reporting for each of the HEAT indicators will serve to maintain the quality of analyses, while harmonizing data interpretation and enabling comparisons between assessment findings from each implementing partner. REACH will also develop a SOP to facilitate the understanding of the tool and its appropriation by partners.

##### Activity 2.1.2

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

#### DEVELOPMENT OF TRAINING CURRICULA AND MATERIALS

REACH will closely coordinate with NRC in the early stages of the project in order to get the full details of what trainings have been delivered, where and to whom by NRC under its CHF 2016 1st Standard Allocation programming. This endeavours will provide REACH with a clear understanding of what has been achieved and of the remaining gaps. REACH will build on these previous trainings and related materials to develop capacity building packages for coordinated humanitarian HEAT assessments, including guidance on the analysis and reporting tools developed as part of the previous activity. REACH will develop training materials, including a handbook produced in English, Dari, and Pashto, supporting PowerPoint presentations and fabricated analysis examples to be used during trainings.

##### Activity 2.1.3

**Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

## DELIVERY OF HEAT TRAINING SESSIONS

Based on gaps identified as part of the previous activity, REACH will organize 10 trainings (3-day sessions) at the provincial level aimed at programme managers and other relevant I/NGO personnel operating in the field, focusing on higher level skills and additional gaps in assessment capacity. REACH's trainings will notably aim to ensure that the HEAT questions are well understood by all partners, while focusing on how to undertake analysis, interpret the results in light of Cluster-endorsed humanitarian thresholds, store and report on data. At the time of writing, suggested training locations include Herat, Jalalabad, Mazar-e-Sharif, and Kandahar. REACH will mobilize partners through Clusters and regional-level Clusters, as well as other coordination bodies, national and local networks.

### Activity 2.1.4

#### **Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

## DELIVERY OF A HEAT TRAINING OF TRAINERS

In addition to the provincial training sessions, REACH will organize and deliver a ToT training (split into two 3-day trainings sessions) aimed at I/NGOs and UN agencies staff at capital-level. Each participant will therefore benefit from 6 days of training. This ToT will serve to ensure that key staff in humanitarian organizations or agencies get a thorough understanding of HEAT analysis and reporting, and to increase partner agencies' in-house capacity to disseminate this understanding to lower level staff that may be involved in data collection, analysis and reporting. This ToT will therefore increase the number of humanitarian organizations' staff benefitting directly or indirectly from the proposed HEAT training.

### Activity 2.1.5

#### **Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

## POST-TRAINING MONITORING AND SUPPORT

REACH will provide a regular post-training monitoring and a helpline through its focal points (whose contact details will be disseminated during provincial trainings and the ToT) so that all trained partner agencies can raise any questions that they may have regarding the HEAT, and related data collection, analysis and reporting. REACH will provide technical support and trouble-shooting, and will regularly update a problem-solving log-sheet.

### **Additional Targets :**

NUTRITION							
Cluster objectives		Strategic Response Plan (SRP) objectives	Percentage of activities				
Objective 1: Quality community and facility-based nutrition information is made available for timely programme monitoring and decision-making		SO5: Emergency Response Preparedness (SA1 - Envelope Four)	100				
<b>Contribution to Cluster/Sector Objectives :</b> REACH's intervention will contribute to Nutrition objective 1 ("Quality community and facility-based nutrition information is made available for timely programme monitoring and decision-making"). through the provision of HEAT training that will build the capacity of humanitarian partners to undertake, analyse and share the results of rapid assessments, improving the delivery of emergency protection assistance.							
<b>Outcome 1</b>							
The capacity of humanitarian organizations to identify, analyse and respond to humanitarian needs using the HEAT is enhanced.							
<b>Output 1.1</b>							
<b>Description</b>							
Humanitarian organizations' capacity to use the HEAT, analyze and report HEAT findings is strengthened through adapted tools and training							
<b>Assumptions &amp; Risks</b>							
While the key constraints associated with conducting assessments mostly relate to access and security, such risks may not have a high incidence on the implementation of the HEAT activities described below. As such, it is assumed that the training team as well as training participants will be able to travel to selected training locations. It is also assumed that humanitarian partners (including I/NGOs, Clusters, and the ICCT and HCAWG) will show a continuous interest in and support towards the HEAT training. ACTED/REACH also assume that they will be able to mobilize in-kind contributions from partners (e.g. hosting of REACH trainers during the provincial trainings), as well as the expertise of technical partners.							
<b>Indicators</b>							
Code	Cluster	Indicator	End cycle beneficiaries				End cycle
			Men	Women	Boys	Girls	Target
Indicator 1.1.1	NUTRITION	SA1-Envelope Four: Number of HEAT trainings carried out nationwide					10
<b>Means of Verification :</b> Attendance sheets; training reports; pre and post training surveys							
Indicator 1.1.2	NUTRITION	SA1-Envelope Four: Number of HEAT Training of Trainers carried out nationwide					1
<b>Means of Verification :</b> Attendance sheets; training reports; pre and post training surveys							
Indicator 1.1.3	NUTRITION	Number of HEAT complementary tools developed and endorsed					2
<b>Means of Verification :</b> HCAWG-endorsed HEAT analysis tool; HCAWG-endorsed HEAT reporting tool							
<b>Activities</b>							
<b>Activity 1.1.1</b>							
<b>Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;</b>							
DEVELOPMENT OF HEAT ANALYSIS AND REPORTING TOOLS							
In the early stages of the project, REACH will undertake a review of discussions and possible solutions regarding the development of a dedicated HEAT analysis tool and of a related reporting tool. REACH will then design simple, comprehensive tools to standardize the analysis of and reporting on data collected by humanitarian partners through the HEAT as part of their emergency assessments. These tools will be presented to and endorsed by OCHA through the HCAWG. This standard form of analysis and reporting for each of the HEAT indicators will serve to maintain the quality of analyses, while harmonizing data interpretation and enabling comparisons between assessment findings from each implementing partner. REACH will also develop a SOP to facilitate the understanding of the tool and its appropriation by partners.							
<b>Activity 1.1.2</b>							
<b>Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;</b>							
DEVELOPMENT OF TRAINING CURRICULA AND MATERIALS							
REACH will closely coordinate with NRC in the early stages of the project in order to get the full details of what trainings have been delivered, where and to whom by NRC under its CHF 2016 1st Standard Allocation programming. This endeavours will provide REACH with a clear understanding of what has been achieved and of the remaining gaps. REACH will build on these previous trainings and related materials to develop capacity building packages for coordinated humanitarian HEAT assessments, including guidance on the analysis and reporting tools developed as part of the previous activity. REACH will develop training materials, including a handbook produced in English, Dari, and Pashto, supporting PowerPoint presentations and fabricated analysis examples to be used during trainings.							
<b>Activity 1.1.3</b>							
<b>Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;</b>							

## DELIVERY OF HEAT TRAINING SESSIONS

Based on gaps identified as part of the previous activity, REACH will organize 10 trainings (3-day sessions) at the provincial level aimed at programme managers and other relevant I/NGO personnel operating in the field, focusing on higher level skills and additional gaps in assessment capacity. REACH's trainings will notably aim to ensure that the HEAT questions are well understood by all partners, while focusing on how to undertake analysis, interpret the results in light of Cluster-endorsed humanitarian thresholds, store and report on data. At the time of writing, suggested training locations include Herat, Jalalabad, Mazar-e-Sharif, and Kandahar. REACH will mobilize partners through Clusters and regional-level Clusters, as well as other coordination bodies, national and local networks.

### Activity 1.1.4

#### **Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

## DELIVERY OF A HEAT TRAINING OF TRAINERS

In addition to the provincial training sessions, REACH will organize and deliver a ToT training (split into two 3-day trainings sessions) aimed at I/NGOs and UN agencies staff at capital-level. Each participant will therefore benefit from 6 days of training. This ToT will serve to ensure that key staff in humanitarian organizations or agencies get a thorough understanding of HEAT analysis and reporting, and to increase partner agencies' in-house capacity to disseminate this understanding to lower level staff that may be involved in data collection, analysis and reporting. This ToT will therefore increase the number of humanitarian organizations' staff benefitting directly or indirectly from the proposed HEAT training.

### Activity 1.1.5

#### **Standard Activity : Countrywide Household Level Emergency Assessment Tool (HEAT) training and Training of Trainers;**

## POST-TRAINING MONITORING AND SUPPORT

REACH will provide a regular post-training monitoring and a helpline through its focal points (whose contact details will be disseminated during provincial trainings and the ToT) so that all trained partner agencies can raise any questions that they may have regarding the HEAT, and related data collection, analysis and reporting. REACH will provide technical support and trouble-shooting, and will regularly update a problem-solving log-sheet.

#### **Additional Targets :**

**M & R**

**Monitoring & Reporting plan**

Daily monitoring of the project will be overseen by REACH's Assessment Officers in Kabul. REACH's Assessment Officers will take a leading role in the implementation of proposed activities, notably with regards to coordination with humanitarian partners, and will supervise both primary and secondary data collection. Field teams (including teams deployed by other JNA partners) will report to the Assessment Officer on a daily basis so that data collection progress can be tracked and so that any challenges can be quickly identified and addressed. REACH will closely coordinate with ACTED's Country Coordination and departments at Kabul level, as well as their focal points in the field as needed (e.g. finance, logistics, audit, administration and human resources, security, project development).

As this project focuses on assessments and data collection, the usual monitoring, evaluation, and reporting mechanisms of aid projects are not applicable. Instead, REACH has developed a global monitoring and evaluation approach. Monitoring and evaluation activities will occur throughout the project cycle, including monitoring engagement with external actors, project implementation, information products and outputs, and their impact. Impact will be determined based on how often humanitarian stakeholders access, use, and engage with REACH's products. Feedback on the entire data collection and tool development process will measure the utility of the resulting tools, as reported by Cluster partners and other aid actors. Furthermore, adjustments to the questionnaire developed and guidance to the enumerators on a rolling basis will be done to ensure quality of data collected and so that timely adjustments can be made.

REACH will draw from a variety of methodologies to monitor the project. First, user monitoring through a quantitative methodology will identify the number of users accessing informational products. Second, reference monitoring will measure the number of documents in which REACH outputs are used as secondary data, or the number of references within a given document, and will identify instances when REACH informational products inform decision-making. Third, usage monitoring and evaluation will assess how REACH products are used and how programme activities are perceived at the strategic, planning, and operational levels. This methodology will also be used to identify best practices and lessons learned. Finally, engagement monitoring will measure engagement with external stakeholders, by, for example, tracking the provision of resources, and partners' engagement in assessments and the development of ToRs and tools.

As a part of the monitoring process, REACH will collect key reporting information at each milestone of the assessment cycle. Monitoring and evaluation activities for these milestones will be tracked and reported by the REACH Senior Advisor using IMPACT's monitoring tracking tool, including an indicator list and data collection tool for each monitoring and evaluation activity. At the completion of each of these milestones, all necessary data and information for reporting against CHF indicators will be collected and shared with ACTED's Project Development department. Monitoring and evaluation data will be stored in project files, and will be shared through reports with IMPACT HQ in Geneva for review. At the end of the assessment cycle, a final evaluation will be carried out with stakeholders that have been involved and/or with beneficiaries of information products. IMPACT HQ will review country monitoring reports to ensure that these activities are conducted correctly, and that challenges, negative feedback, and positive feedback are included in follow-ups.

REACH/ACTED will also submit interim and final reports to UNOCHA, and will promptly communicate with UNOCHA regarding any challenge that may require significant adjustments or prevent targets to be reached within the set timeline.

**Workplan**

Activitydescription	Year	1	2	3	4	5	6	7	8	9	10	11	12
<p>Activity 1.1.1: DEVELOPMENT OF HEAT ANALYSIS AND REPORTING TOOLS</p> <p>In the early stages of the project, REACH will undertake a review of discussions and possible solutions regarding the development of a dedicated HEAT analysis tool and of a related reporting tool. REACH will then design simple, comprehensive tools to standardize the analysis of and reporting on data collected by humanitarian partners through the HEAT as part of their emergency assessments. These tools will be presented to and endorsed by OCHA through the HCAWG. This standard form of analysis and reporting for each of the HEAT indicators will serve to maintain the quality of analyses, while harmonizing data interpretation and enabling comparisons between assessment findings from each implementing partner. REACH will also develop a SOP to facilitate the understanding of the tool and its appropriation by partners.</p>	2017					X							
<p>Activity 1.1.1: SECONDARY DATA REVIEW</p> <p>A secondary data review of FSAC vulnerabilities within Afghanistan will be conducted to understand the key previous studies and datasets available, to aid in streamlining this assessment to previous work. REACH will undertake a secondary data review to identify the locations of informal settlement locations in Herat, Farah, Ghor, Badghis (Western region) and Balkh, Samangan, Faryab, Saripul, and Jawzjan provinces, supported by its own available data on ISETs in Herat and Balkh provinces. For this purpose, REACH will engage key aid actors (UN agencies, international and national NGOs) and other aid stakeholders (GoA and relevant local authorities), including the Clusters, ICCT, and the Assessment Working Group, both at the capital and provincial level.</p>	2017					X	X						
<p>Activity 1.1.1: SECONDARY DATA REVIEW</p> <p>A secondary data review of WASH and Shelter vulnerabilities within Afghanistan will be conducted to understand the key previous studies and datasets available, to aid in streamlining this assessment to previous work. REACH will undertake a secondary data review to identify the locations of informal settlement locations in Nangarhar, Nuristan, Kunar and Laghman (Eastern region) and Kabul, Kapisa, Logar (Central region), Paktya, Khost and Paktika provinces (South Eastern region), supported by its own available data on ISETs in Nangarhar and Kabul provinces. For this purpose, REACH will engage key aid actors (UN agencies, international and national NGOs) and other aid stakeholders (GoA and relevant local authorities), including the Clusters, ICCT, and the Assessment Working Group, both at the capital and provincial level.</p>	2017					X	X						

<p>Activity 1.1.1: SECONDARY DATA REVIEW</p> <p>In the early stages of the project, REACH will carry out a thorough secondary data review of educational and protection needs and vulnerabilities, and of datasets pertaining to returnee, refugee and displaced population and locations. For this purpose, REACH will coordinate with the EiE working group and the CPiE and their members, the MoE and PEDs, as well as any other agency or network that may have relevant information. REACH will collect and review any available reports, datasets or information.</p> <p>This endeavour will allow identified key themes for educational barriers and vulnerabilities, and child protection issues, to be explored. In addition, existing tools and assessment data will be analyzed to ensure the proposed assessment fits into wider educational and protection information management.</p>	2017				X							
<p>Activity 1.1.2: DEVELOPMENT OF TRAINING CURRICULA AND MATERIALS</p> <p>REACH will closely coordinate with NRC in the early stages of the project in order to get the full details of what trainings have been delivered, where and to whom by NRC under its CHF 2016 1st Standard Allocation programming. This endeavours will provide REACH with a clear understanding of what has been achieved and of the remaining gaps. REACH will build on these previous trainings and related materials to develop capacity building packages for coordinated humanitarian HEAT assessments, including guidance on the analysis and reporting tools developed as part of the previous activity. REACH will develop training materials, including a handbook produced in English, Dari, and Pashto, supporting PowerPoint presentations and fabricated analysis examples to be used during trainings.</p>	2017				X	X						
<p>Activity 1.1.2: INFORMAL SETTLEMENTS MAPPING</p> <p>Information collected through the secondary data review will be triangulated through rapid field verification visits to confirm the existence and location of ISETs, and estimated population figures (e.g., IDPs, prolonged IDPs, returnees). When security and access permits, this data will be collected through key informant interviews and direct observation at the field level. When primary data collection is not possible due to access and security, remote data or the use of local organisations collection will be considered.</p> <p>REACH will verify settlement locations to map new settlements, confirm old sites are currently occupied, identify settlement representatives and identify estimated populations and groups. This information will be consolidated into a dataset that will be made available to the Clusters, the ICCT and other humanitarian or development stakeholders. Based on information collected and triangulated as part of the previous activity, REACH will produce a mapping of existing ISETs across the Northern and Western regions. Where possible, this mapping will include a mapping of infrastructure (e.g. health facilities) in ISETs. REACH will produce maps of ISETs in each province, as well as a consolidated ISETs map covering all target provinces, and share these with the Clusters and ICCT.</p>	2017				X	X						
<p>Activity 1.1.2: INFORMAL SETTLEMENTS MAPPING</p> <p>This information will be triangulated through rapid field verification visits to confirm the existence and location of ISETs, and estimated population figures (e.g., IDPs, prolonged IDPs, returnees). When security and access permits, this data will be collected through key informant interviews and direct observation at the field level. When primary data collection is not possible due to access and security, remote data collection will be considered.</p> <p>REACH will verify settlement locations to map new settlements, confirm old sites are currently occupied, identify settlement representatives and identify estimated populations and groups. Based on information collected and triangulated as part of the previous activity, REACH will produce a mapping of existing ISETs across the Eastern, South Eastern and Central regions. Where possible, this mapping will include a mapping of infrastructure (e.g. health facilities) in ISETs. REACH will produce maps of ISETs in each province, as well as a consolidated ISETs map covering all target provinces, and share these with the Clusters and ICCT.</p>	2017				X	X						
	2017				X	X						

<p><b>Activity 1.1.2: TOOL DEVELOPMENT AND ENDORSEMENT</b>  Through sustained engagement with EiE and CPiE partners, REACH will establish a dedicated TWG for the purposes of the proposed assessment. This TWG will be co-led by the MoE, as well as CPiE and EiE working group leads, and will serve as the key coordination platform for the assessment's design, implementation and reporting. Organizations such as Save the Children and the Norwegian Refugee Council, as well as other national NGOs, have expressed their interest in being part of the TWG and supporting the JNA in the field.</p> <p>REACH will revise the research ToR that was drafted by the EiE working group, and design a gender-sensitive assessment tool and indicators that will serve as basis for both the EiE and CPiE household-level survey (activity 1.1.3) and FGDs (activity 1.1.4). These will be presented to the TWG and the Protection Cluster. REACH will take into consideration their respective feedback, if any, and adjust the ToR, tool and indicators as needed. The TOR, tool and indicators will then be endorsed by the TWG and shared publicly.</p>	2017				X	X					
<p><b>Activity 1.1.3: DELIVERY OF HEAT TRAINING SESSIONS</b></p> <p>Based on gaps identified as part of the previous activity, REACH will organize 10 trainings (3-day sessions) at the provincial level aimed at programme managers and other relevant I/NGO personnel operating in the field, focusing on higher level skills and additional gaps in assessment capacity. REACH's trainings will notably aim to ensure that the HEAT questions are well understood by all partners, while focusing on how to undertake analysis, interpret the results in light of Cluster-endorsed humanitarian thresholds, store and report on data. At the time of writing, suggested training locations include Herat, Jalalabad, Mazar-e-Sharif, and Kandahar. REACH will mobilize partners through Clusters and regional-level Clusters, as well as other coordination bodies, national and local networks.</p>	2017					X	X	X	X		
<p><b>Activity 1.1.3: TRAINING / WORKHOPS</b>  The JNA provides a unique opportunity to leverage and build on existing assessment experience. At the same time the project aims on advancing knowledge and experience in assessment planning, implementation and analysis.</p> <p>REACH will closely involve government (i.e. MoE and PED) and local partners in all aspects of the assessment process to build capacity, buy-in and ensure the use of collected data and sustainability of developed tools. This will notably be done through a one-day workshop that will be organized upon validation of the research ToRs, indicators and tool. This workshop will aim to present findings of the secondary data review; explain how indicators were chosen; how these relate to other pieces of research that have been published (i.e. comparison with other survey findings); how assessment questions have been formulated, which indicators were selected for the household-level survey and FGDs respectively, and why; sampling methodologies that are to be used; etc. This workshop will be opened to all interested partners, and will aim not only to build the capacity of TWG partners for the proposed assessment, but also to build their capacity for future assessments. During this workshop, REACH will present a Handbook for EiE assessment. This handbook may be edited based on feedback collected during this session, and will then be disseminated.</p> <p>A second one-day workshop will be organized once preliminary findings of the household-level survey and FGDs are available, and will aim to discuss among all interested TWG parties their take on these findings; how the dataset should be used; which issues needs to be investigated further; and draw key recommendations. These will be encompassed in the assessment report.</p>	2017			X	X		X				
<p><b>Activity 1.1.4: DELIVERY OF A HEAT TRAINING OF TRAINERS</b></p> <p>In addition to the provincial training sessions, REACH will organize and deliver a ToT training (split into two 3-day trainings sessions) aimed at I/NGOs and UN agencies staff at capital-level. Each participant will therefore benefit from 6 days of training. This ToT will serve to ensure that key staff in humanitarian organizations or agencies get a thorough understanding of HEAT analysis and reporting, and to increase partner agencies' in-house capacity to disseminate this understanding to lower level staff that may be involved in data collection, analysis and reporting. This ToT will therefore increase the number of humanitarian organizations' staff benefitting directly or indirectly from the proposed HEAT training.</p>	2017					X	X				

<p><b>Activity 1.1.4: HOUSEHOLD LEVEL SURVEY</b>  Once the research ToR, tool and indicators have been agreed upon, and based on the results of the secondary data review, REACH will launch a household-level survey. The data collection will be conducted in the course of a two-month period, by trained assessment teams consisting of enumerators from REACH, EiE working group/CPiE partners and the MoE, coordinated by ACTED/REACH. REACH will seek to conduct an average of 377 households interviews per region. This target will be adjusted in each region with regards to the presence and accessibility of caseloads.</p> <p>This household-level survey will target internally displaced, returnee and refugee households. It will help identify key demographic and socio-economic characteristics of target populations, and will aim to evaluate education and protection specific indicators, and may also include related indicators (e.g. livelihoods). JNA data collection partners will particularly aim to access female respondents and collect information and girls' specific protection and education needs.</p>	2017					X	X	X				
<p><b>Activity 1.1.5: FOCUS GROUP DISCUSSIONS AND KEY INFORMANT INTERVIEWS</b>  After the household-level survey has started and once its preliminary findings are identified, a round of FGDs and KIIs will be held in selected locations in each region of Afghanistan, targeting schools located near and affected by the presence of internally displaced, returnee or refugee caseloads.</p> <p>This qualitative survey will serve to explore in depth barriers to education and related vulnerabilities from the education supply side, as well as child protection concerns. FGDs and KIIs will play a key role in the identification of service delivery gaps and needs, and in the elaboration of recommendations on how to safely and sustainably improve or resume education services in areas where internally displaced, returnee and refugee caseloads can be found.</p>	2017						X	X	X			
<p><b>Activity 1.1.5: POST-TRAINING MONITORING AND SUPPORT</b>  REACH will provide a regular post-training monitoring and a helpline through its focal points (whose contact details will be disseminated during provincial trainings and the ToT) so that all trained partner agencies can raise any questions that they may have regarding the HEAT, and related data collection, analysis and reporting. REACH will provide technical support and trouble-shooting, and will regularly update a problem-solving log-sheet.</p>	2017						X	X	X	X	X	
<p><b>Activity 1.1.6: COMPILATION AND PUBLICATION OF RESULTS</b>  The data collected by REACH and JNA partners through the household-level assessment will be entered in the specific data collection and analysis tool that will be developed by REACH for this assessment. FGD and KII qualitative data will be compiled into anonymized transcripts. Data analysis will be conducted by REACH, in close collaboration with the MoE and the TWG. For each region, REACH will produce a comparative analysis of access to education and protection concerns by population group (returnees, refugees, internally displaced).</p> <p>Based on the secondary data review, and primary household and FGD/KII data collected, information products will be created. REACH will publicly release preliminary findings and a clean dataset, followed by a single comprehensive report (including maps, tables and graphs), detailing findings and recommendations, and regional profiles (in the form of factsheets) summarizing findings for each province. The results will be presented through all appropriate cluster and coordination meetings. REACH will also release a contact list of schools visited as part of FGD and KIIs.</p>	2017								X	X	X	
<p><b>Activity 1.2.1: TERMS OF REFERENCE AND TOOL DEVELOPMENT FOR HOUSEHOLD-LEVEL SURVEY</b>  While collecting secondary information, REACH will design a household-level tool in close collaboration with FSAC and other interested parties, that will serve as basis for the household-level survey to be launched in ISETs identified through the previous activity. REACH will liaise with the above mentioned actors on the data collection tools and analysis framework to strengthen assessment ownership from key stakeholders, and consider access constraints to develop methodologies appropriate for each target area. Research ToRs, tool and indicators will be reviewed by the Protection cluster and Gender in Humanitarian Action working group, and endorsed by FSAC. These will then be presented to the ICCT and the Assessment Working Group, and shared publicly.</p>	2017			X	X							

Activity 1.2.1: TERMS OF REFERENCE AND TOOL DEVELOPMENT FOR HOUSEHOLD-LEVEL SURVEY	2017				X	X						
While collecting secondary information, REACH will design a household-level tool in close collaboration with the WASH and ESNFI Clusters and other interested parties, that will serve as basis for the household-level survey to be launched in ISETs identified through the previous activity. REACH will liaise with the above mentioned actors on the data collection tools and analysis framework to strengthen assessment ownership from key stakeholders, and consider access constraints to develop methodologies appropriate for each target area. Research ToRs, tool and indicators will be reviewed by the Protection cluster and Gender in Humanitarian Action working group, and endorsed by the WASH and ES/NFI Clusters. These will then be presented to the ICCT and the Assessment Working Group, and shared publicly.	2017				X	X						
Activity 1.2.2: IMPLEMENTATION OF THE HOUSEHOLD LEVEL SURVEY	2017				X	X	X	X				
The household-level survey proposed under this outcome will focus primarily on food security needs. The survey may also seek to collect information on other related critical needs, such as livelihoods, protection and nutrition. Whenever possible, random sampling will be used to select the households that will be interviewed in each ISET. The target number of households will be determined by the total number of populations and with the objective of enabling the generalization of findings, with a 95% level of confidence and a 5% margin of error at the province level, and may be adjusted depending on local access conditions. REACH will aim to interview a minimum of 390 households per province. As much as possible, REACH will use both male and female enumerators to ensure that sex-disaggregated data is collected and that women's specific needs and vulnerabilities are identified. REACH will also seek to identify needs and vulnerabilities associated with age, disabilities, etc., in line with recommendations from the Protection cluster and the Gender in Humanitarian Action working group. If data collection cannot be performed due to access issues, local organizations will be approached to help in data collection. All enumerators will be fully trained in the tool and its delivery prior to their deployment in the field. Regular progress updates on data collection will be provided to the donor and the ICCT. Where relevant, sensitive protection information will be passed to the Protection Cluster, in order to support interventions and planning. If agencies request the raw data containing household identifiers, then the sensitive name/contact details will be removed and replaced with a unique key so that the identifier information can be restored at a later date, based on the respect of protection standards.												
Activity 1.2.2: IMPLEMENTATION OF THE HOUSEHOLD LEVEL SURVEY	2017				X	X	X	X				
The household-level survey proposed under this outcome will focus primarily on WASH and Shelter needs. The survey may also seek to collect information on other related critical needs, such as livelihoods and protection. Whenever possible, random sampling will be used to select the households that will be interviewed in each ISET. The target number of households will be determined by the total number of populations and with the objective of enabling the generalization of findings, with a 95% level of confidence and a 5% margin of error, and may be adjusted depending on local access conditions. REACH will aim to interview a minimum of 390 households per province. As much as possible, REACH will use both male and female enumerators to ensure that sex-disaggregated data is collected and that women's specific needs and vulnerabilities are identified. REACH will also seek to identify needs and vulnerabilities associated with age, disabilities, etc through recommendation from the Protection cluster and Gender in Humanitarian Action working group. If data collection cannot be performed due to access issues, local organizations will be approached to help in data collection. All enumerators will be fully trained in the tool and its delivery prior to their deployment in the field. Regular progress updates on data collection will be provided to the donor and the ICCT. Where relevant, sensitive protection information will be passed to the Protection Cluster, in order to support interventions and planning. If agencies request the raw data containing household identifiers, then the sensitive name/contact details will be removed and replaced with a unique key so that the identifier information can be restored at a later date, based on the respect of protection standards.	2017				X	X	X	X				
Activity 1.2.3: COMPILATION AND PUBLICATION OF RESULTS	2017								X	X		
REACH will take charge of data entry (where necessary), data cleaning, and data analysis. Based on the secondary data review results and on the household-level data collected by REACH teams in ISETs, a series of information products will be created. Preliminary findings and a clean dataset will be released publicly on appropriate platforms (e.g. ReliefWeb, HDX, etc.), followed by a single report and factsheets on the findings for each province. A preliminary findings workshop will be organized to allow the cluster, and interested parties to partake in forming the narrative and guiding further analysis of the data. The results will be presented through all appropriate Cluster or coordination meetings to ensure that they are widely broadcast across the humanitarian community and can best be used to inform further programming.	2017								X	X		

Activity 1.2.3: COMPILATION AND PUBLICATION OF RESULTS	2017										X	X	
REACH will take charge of data entry (where necessary), data cleaning, and data analysis. Based on the secondary data review results and on the household-level data collected by REACH teams in ISETs, a series of information products will be created. Preliminary findings and a clean dataset will be released publicly on appropriate platforms (e.g. ReliefWeb, HDX, etc.), followed by a single report and factsheets on the findings for each province. A preliminary findings workshop will be organized to allow the cluster, and interested stakeholders to partake in forming the narrative and guiding further analysis of the data. The results will be presented through all appropriate Cluster or coordination meetings to ensure that they are widely broadcast across the humanitarian community and can best be used to inform further programming.													
Activity 2.1.1: DEVELOPMENT OF HEAT ANALYSIS AND REPORTING TOOLS	2017					X							
In the early stages of the project, REACH will undertake a review of discussions and possible solutions regarding the development of a dedicated HEAT analysis tool and of a related reporting tool. REACH will then design simple, comprehensive tools to standardize the analysis of and reporting on data collected by humanitarian partners through the HEAT as part of their emergency assessments. These tools will be presented to and endorsed by OCHA through the HCAWG. This standard form of analysis and reporting for each of the HEAT indicators will serve to maintain the quality of analyses, while harmonizing data interpretation and enabling comparisons between assessment findings from each implementing partner. REACH will also develop a SOP to facilitate the understanding of the tool and its appropriation by partners.	2017					X							
Activity 2.1.1: DEVELOPMENT OF HEAT ANALYSIS AND REPORTING TOOLS	2017					X							
In the early stages of the project, REACH will undertake a review of discussions and possible solutions regarding the development of a dedicated HEAT analysis tool and of a related reporting tool. REACH will then design simple, comprehensive tools to standardize the analysis of and reporting on data collected by humanitarian partners through the HEAT as part of their emergency assessments. These tools will be presented to and endorsed by OCHA through the HCAWG. This standard form of analysis and reporting for each of the HEAT indicators will serve to maintain the quality of analyses, while harmonizing data interpretation and enabling comparisons between assessment findings from each implementing partner. REACH will also develop a SOP to facilitate the understanding of the tool and its appropriation by partners.	2017					X							
Activity 2.1.2: DEVELOPMENT OF TRAINING CURRICULA AND MATERIALS	2017					X	X						
REACH will closely coordinate with NRC in the early stages of the project in order to get the full details of what trainings have been delivered, where and to whom by NRC under its CHF 2016 1st Standard Allocation programming. This endeavours will provide REACH with a clear understanding of what has been achieved and of the remaining gaps. REACH will build on these previous trainings and related materials to develop capacity building packages for coordinated humanitarian HEAT assessments, including guidance on the analysis and reporting tools developed as part of the previous activity. REACH will develop training materials, including a handbook produced in English, Dari, and Pashto, supporting PowerPoint presentations and fabricated analysis examples to be used during trainings.													
Activity 2.1.2: DEVELOPMENT OF TRAINING CURRICULA AND MATERIALS	2017					X	X						
REACH will closely coordinate with NRC in the early stages of the project in order to get the full details of what trainings have been delivered, where and to whom by NRC under its CHF 2016 1st Standard Allocation programming. This endeavours will provide REACH with a clear understanding of what has been achieved and of the remaining gaps. REACH will build on these previous trainings and related materials to develop capacity building packages for coordinated humanitarian HEAT assessments, including guidance on the analysis and reporting tools developed as part of the previous activity. REACH will develop training materials, including a handbook produced in English, Dari, and Pashto, supporting PowerPoint presentations and fabricated analysis examples to be used during trainings.	2017					X	X						
Activity 2.1.2: DEVELOPMENT OF TRAINING CURRICULA AND MATERIALS	2017					X	X						
REACH will closely coordinate with NRC in the early stages of the project in order to get the full details of what trainings have been delivered, where and to whom by NRC under its CHF 2016 1st Standard Allocation programming. This endeavours will provide REACH with a clear understanding of what has been achieved and of the remaining gaps. REACH will build on these previous trainings and related materials to develop capacity building packages for coordinated humanitarian HEAT assessments, including guidance on the analysis and reporting tools developed as part of the previous activity. REACH will develop training materials, including a handbook produced in English, Dari, and Pashto, supporting PowerPoint presentations and fabricated analysis examples to be used during trainings.	2017					X	X						
Activity 2.1.3: DELIVERY OF HEAT TRAINING SESSIONS	2017							X	X	X	X		
Based on gaps identified as part of the previous activity, REACH will organize 10 trainings (3-day sessions) at the provincial level aimed at programme managers and other relevant I/NGO personnel operating in the field, focusing on higher level skills and additional gaps in assessment capacity. REACH's trainings will notably aim to ensure that the HEAT questions are well understood by all partners, while focusing on how to undertake analysis, interpret the results in light of Cluster-endorsed humanitarian thresholds, store and report on data. At the time of writing, suggested training locations include Herat, Jalalabad, Mazar-e-Sharif, and Kandahar. REACH will mobilize partners through Clusters and regional-level Clusters, as well as other coordination bodies, national and local networks.	2017							X	X	X	X		
	2017							X	X	X	X		
	2017							X	X	X	X		
	2017							X	X	X	X		

<p>Activity 2.1.4: DELIVERY OF A HEAT TRAINING OF TRAINERS</p> <p>In addition to the provincial training sessions, REACH will organize and deliver a ToT training (split into two 3-day trainings sessions) aimed at I/NGOs and UN agencies staff at capital-level. Each participant will therefore benefit from 6 days of training. This ToT will serve to ensure that key staff in humanitarian organizations or agencies get a thorough understanding of HEAT analysis and reporting, and to increase partner agencies' in-house capacity to disseminate this understanding to lower level staff that may be involved in data collection, analysis and reporting. This ToT will therefore increase the number of humanitarian organizations' staff benefitting directly or indirectly from the proposed HEAT training.</p>	2017						X	X				
	2017						X	X				
	2017						X	X				
	2017						X	X				
<p>Activity 2.1.5: POST-TRAINING MONITORING AND SUPPORT</p> <p>REACH will provide a regular post-training monitoring and a helpline through its focal points (whose contact details will be disseminated during provincial trainings and the ToT) so that all trained partner agencies can raise any questions that they may have regarding the HEAT, and related data collection, analysis and reporting. REACH will provide technical support and trouble-shooting, and will regularly update a problem-solving log-sheet.</p>	2017						X	X	X	X	X	
	2017						X	X	X	X	X	
	2017						X	X	X	X	X	
<p>Activity 2.1.5: POST-TRAINING MONITORING AND SUPPORT</p> <p>REACH will provide a regular post-training monitoring and a helpline through its focal points (whose contact details will be disseminated during provincial trainings and the ToT) so that all trained partner agencies can raise any questions that they may have regarding the HEAT, and related data collection, analysis and reporting. REACH will provide technical support and trouble-shooting, and will regularly update a problem-solving log-sheet.</p>	2017						X	X	X	X	X	

## OTHER INFO

### Accountability to Affected Populations

Accountability to Affected Populations (AAP) is a key component of REACH's programming, and notably improves REACH's understanding of the needs and vulnerabilities of target populations, which will directly improve project outcomes and contribute to the development of efficient and appropriate programming.

REACH will first demonstrate AAP towards the project's direct beneficiaries (aid actors). In the project design phase, REACH has carefully considered the priorities of humanitarian sector, as set out in the HRP for 2017 and the CHF 1st standard allocation strategy, and has directly engaged FSAC, WASH, ESNFI and APC Clusters in identifying the information gaps that the action intends to address, as well as with OCHA regarding remaining HEAT analysis and reporting training needs. During the implementation of proposed assessment, all activities will involve OCHA and the Clusters in research design (methodology and tools) and analysis, so as to ensure a joint and participatory analysis process that will benefit the wider humanitarian sector. Implementing activities with the support, input, and buy-in of legitimate coordination platforms, including the Cluster system, will ensure that all aid actors are actively engaged and will have the opportunity to participate, influence the process, and provide feedback in decision making sessions.

Regarding accountability towards indirect beneficiaries (i.e. residents of ISETs in target provinces; other displaced populations targeted by the JNA), REACH will ensure that the basic principles of Do No Harm and ethical research are applied to all field data collection exercises, as detailed in the Protection and Gender sections below. REACH will inform targeted communities of the purpose of each data collection activity and targeted communities will have the opportunity to interact with the REACH teams prior the start of data collection in order to maximise local acceptance of the assessments and cultural sensitivity. All assessment tools will be piloted, and feedback from communities will be integrated into the final assessment products. In addition, the networks, mechanisms, and assessment teams established through this project with communities and facilitating partners will be available to rapidly disseminate information to communities, if needed. Gender and protection issues related to the use of the HEAT, including with regards to data analysis and reporting, will also be embedded in the HEAT trainings provided to humanitarian partners by REACH.

In addition, in order to improve transparency and accountability to beneficiaries, and to improve programming through additional feedback, ACTED Afghanistan has established a complaints hotline that will be made available to REACH for this project. This hotline is open to both beneficiaries and non-beneficiaries, and is implemented in all ACTED projects. At the start of assessments, staff will give a presentation explaining the complaints process, and distribute flyers with written and pictorial instructions (developed in order to make the mechanism accessible to illiterate persons). Posters explaining the complaints hotline (in verbal and visual form) will be displayed throughout assessment locations.

### Implementation Plan

IMPACT is the lead-organisation in the REACH programme, and hosts the REACH Global team in its Geneva HQ, and is in charge of HR management of REACH staff, as well as of strategic and programmatic oversight, and external relations at the global level for REACH. IMPACT and ACTED coordinate on field implementation on a daily basis. In all field operations of IMPACT/REACH programmes, ACTED provides operational support to IMPACT programmes (in the form of office space, cars, national recruitment) while IMPACT provides HR management of IMPACT/REACH international staff. In August 2016, IMPACT was officially established in Afghanistan through ACTED, and is in the process of hiring a team of dedicated REACH staff, under the supervision of REACH's Senior Advisor.

As part of the proposed assessments (FSAC, WASH/ESNFI, and EiE), REACH's project team will be led by two international Assessment Officers, supported by 6 Field Officers, and 95 enumerators. REACH's team will also include an international GIS specialist, dedicated to the provision of information and GIS support, and related backstopping. REACH will coordinate closely with partners – specifically FSAC, ESNFI and WASH Cluster members, and will promote inter-agency cooperation through coordination platforms. In addition, ACTED is an active member of Clusters at both national and regional (North, North-East, East) levels. To ensure coordination with the ICCT, REACH will attend relevant coordination and cluster meetings. This cooperation among clusters, and between REACH and the clusters, will manifest through the participation of cluster members during data collection, supervised by REACH. These approaches will ensure a transfer of knowledge to sectors and members, as well as the establishment of processes and best practices to be institutionalized by the Clusters and replicated in the future. REACH will also rely on any modules in HEAT that can be used to measure indicators of the assessments, to ensure synergies across all Clusters. Where partners are present and willing, data collection will be conducted by teams with REACH staff and local partners; with REACH data collection teams filling in where needed. REACH will adhere to the highest level of representativeness that is possible to achieve given available resources, time, and access constraints. In ideal circumstances, where the assessment objective is to identify prevalence, REACH assessments generate findings that are generalizable with a specified level of precision. The level of precision generally sought is 95 % confidence with a 5% margin of error. When primary data collection is infeasible due to security, REACH will work with partners already in the field to collect data, either by embedding staff in partners' teams, or providing support from the capital or provincial level, as detailed in the Security and Access sections. f. When possible, mobile data collection will be used, including the geo-localisation of data points, allowing REACH to monitor proper random sampling and conduct geo-spatial analysis.

As part of the implementation of the HEAT component of this project, REACH's dedicated Assessment officer will be in charge of ensuring a smooth handover from NRC, developing new training materials and the analysis handbook. This Officer will be supported by two Field Officers who will ensure that training materials are properly translated and work in close liaison with local partners. REACH will coordinate with NRC to find the exact number and locations of training sessions previously run by NRC, as well as the contents of these sessions, in order to avoid duplication of activities. REACH will use NRC-developed materials and seek to extend trainings in areas not previously covered, while expanding trainings into analysis and use of the data.

**Coordination with other Organizations in project area**

Name of the organization	Areas/activities of collaboration and rationale
FSAC/WASH/ESNFI Clusters	If and when it is necessary to create new tools or methodologies, REACH will coordinate closely with the Assessment Working Group and relevant clusters, so as to avoid any duplication of efforts. Cluster members will be closely associated in the analysis through presentation of findings.
UNOCHA and HCAWG	UNOCHA has a presence throughout Afghanistan and coordinates humanitarian activities with multiple partners--including INGOs and NGOs, and the cluster system. REACH will work closely with OCHA and the HCAWG in all phases of this project, including assessments, the development of methodologies and tools, and the dissemination of results.
Protection Cluster; EiE WG and CPIE (including Protection Cluster, EiEWG and CPIE Focal Points)	Collaboration with the Protection Cluster, and its EiE working group and CPIE, will be the heart of this project. REACH will closely coordinate with these groups to establish the JNA TWG, collect secondary data, validate the JNA ToR, tool and indicators, support data collection and review assessment findings.
MoE and PED	REACH will closely collaborate with the MoE and respective PEDs in the Provinces in planning, implementing and analyzing the Joint Needs Assessment.
IOM	REACH will closely coordinate with IOM throughout the project at both regional and national levels, and will notably use released returnee mobility assessment data.
Norwegian Refugee Council	REACH will closely coordinate with NRC as part of the HEAT training component, especially in the early stages of the project. By ensuring that a smooth handover between NRC and REACH is completed, REACH will ensure that no duplication of efforts take place.

**Environment Marker Of The Project**

A: Neutral Impact on environment with No mitigation

**Gender Marker Of The Project**

1-The project is designed to contribute in some limited way to gender equality

**Justify Chosen Gender Marker Code**

The needs of vulnerable displaced households (IDPs, prolonged IDPs, returnees) are often gender-specific. Female household members tend to be more exposed to negative coping mechanisms, abuse and exploitation (e.g. prostitution, child marriage, gender-based violence, etc.), and often lack civil documentation. Men and boys also have gender-specific needs and vulnerabilities, in part related to the expectation that men should provide for the family. These expectations are often particularly challenging during displacement, as they force men to undertake hazardous jobs or attempt to migrate in search of job opportunities, leaving displaced women and children that are in many cases already coping without their regular social network, even more vulnerable. REACH will seek to raise humanitarian partners' understanding of gender and protection issues to be considered as part of HEAT assessments, data analysis and reporting, contributing to the development of gender and protection-sensitive humanitarian interventions.

In addition, in light of these gender-specific needs, REACH will always disaggregate data by sex and age, as well as by other vulnerabilities such as disability or minority status, in its food security, WASH/Shelter and EiE/CPIE assessments. This will allow for in-depth gender analysis of the results and facilitate the identification of specific needs of the most vulnerable groups, further informing the elaboration of gender-sensitive humanitarian, early recovery and development programming. When data is collected through key informants or at community level, interviewed key informants will be profiled according to their sex, age, population group, and, where relevant, livelihood. Similarly, during household-level surveys, the specific needs of women, men, girls and boys will be explored, to identify for example, whether the privacy and safety of women and girls is facilitated at household and community levels. The overall objective is to disaggregate perceived needs and circumstances, enabling robust gender analysis. These steps will ensure that humanitarian actions informed by these data can tailor interventions to the different needs of men, women, boys, and girls. To collect information that reflect intra-household vulnerabilities, REACH teams strive to comprise of an equal number of males and females. To mitigate gender balance issues, data collection teams will include equal numbers of women and men to the extent possible, to ensure that data collection is culturally and gender sensitive. Close cooperation with the Protection cluster and the Gender in Humanitarian Action working group will be sought.

Data collectors will be trained to seek out female participants when possible through culturally sensitive best practices. Female staff will be assigned as focal points for female participants, and male staff will be assigned as focal points for male participants, enabling close communication to follow-up on surveys while respecting cultural and traditional norms. Assessment teams will approach potential participant households in ISETs as mixed-sex pairs, both for the personal safety of teams as well as to respect cultural sensitivities. When REACH disseminates data, the dataset and the information products will be anonymized to remove any information that would identify the interviewee, as detailed further below. REACH will liaise with service providers and protection actors to refer cases of harm, abuse or exploitation, but will not proceed with further investigation or assistance.

Regarding the above environmental marker code, it should be noted here that the proposed project has been designed to have a neutral impact on the environment. In similar past projects implemented by REACH, there has not been any discernible effect on the environment. If environmental issues do arise as a result of the project, they will be addressed in an efficient manner.

#### **Protection Mainstreaming**

Protection principles are mainstreamed into all phases of REACH's methodology and activities. During all household-level assessments, female enumerators will consult with women separately, and REACH will endeavour to reach vulnerable populations, including the elderly, female-headed households, and disabled populations. Field assessments will abide by the principle of Do No Harm. REACH will work closely with relevant clusters to ensure assessment methodologies, indicators and analysis is sensitive to gender concerns and wider protection issues. Data collected will be disaggregated by age and gender, with the ability to identify vulnerable households. REACH will also work with relevant agencies and local networks in protection and health to ensure the referral of urgent cases. Specifically, all questionnaires and assessments will be designed in coordination and collaboration with relevant cluster leads, including FSAC, WASH, ESNFI and APC, in close coordination with UNOCHA. Where relevant, sensitive protection information will be passed to the protection cluster, in order to support interventions and planning. If agencies request the raw data containing household identifiers, then the sensitive name/contact details will be removed and replaced with a unique key so that the identifier information can be restored at a later date, based on the respect of protection standards.

All field staff will conduct assessments in a culturally-sensitive manner by liaising with community leaders and elders, and respecting local social, political, and economic dynamics while maintaining principles of neutrality and independence so as to secure local acceptance of the intervention. REACH will fully stress the importance of community engagement before and after assessment exercises. The aim of this engagement is to ensure that assessments are understood and accepted by targeted communities, and that staff are kept safe through this acceptance.

In accordance with its Code of Ethics and Conduct, REACH will ensure that every person from whom data is gathered for the purposes of research consents freely to the process on the basis of adequate information. They will also be able, during the data gathering phase, to withdraw freely or modify their consent and to ask for the destruction of all or part of the data that they have contributed. Throughout training of assessment teams, it will be emphasized that participants are not obliged to provide information they feel poses a risk to their well-being or if they feel this may cause a threat to their personal safety. Through constant feedback, such instances are reported to inform continuous improvements to training.

REACH collects personally identifiable data only for specific purposes. Personal identifiable information will not be publicly disseminated so as to minimize protection concerns for the assessed population. All data will be aggregated to a location, and no household-specific identifiers will be publicly visible from the reports and maps. Should agencies request the raw data containing household identifiers, REACH will remove sensitive details and replace them with a unique key so that the identifier information can be re-connected at a later date, based on protection standards. If there is a further request for the names, then REACH will liaise with UNOCHA to examine whether the requesting agency can receive the identifier data or not, and if so, under which conditions. REACH will include a request for consent within assessments to share personally identifiable information collected, which might only occur for REACH's internal data management purposes (i.e. avoiding duplicates); with the donor or partner organisations where a data-sharing agreement exists, and only for humanitarian purposes; with partner organisations or agencies where specific and urgent need occurs, for example urgent medical needs; and with the owner (i.e. the assessed party) of the information if requested.

#### **Country Specific Information**

#### **Safety and Security**

The security situation is tense across most provinces of Afghanistan. Attacks and armed clashes are commonplace, and particularly target the Afghan National Security Forces (ANSF) and government officials. While the winter season usually comes with a "winter truce" (although the 2016/2017 winter has been more troubles than previous ones), the summer season tends to see increases in occurrences of armed clashes and attacks. While security will continue to pose a challenge, the vested interest of the communities and authorities will assure minimal disturbance during implementation. As such, ACTED and REACH assume no widespread erosion of security situation that would pose a direct threat to staff and surveyed households, and anticipates their acceptance and willing participation in proposed interventions. However, given the volatile security environment of districts that will be targeted as part of this project, ACTED will continuously work towards maintaining local acceptance and engage local interlocutors and powerbrokers, and will make sure that some prior coordination with the local government and stakeholders is undertaken in each target area. The purpose, aim and the methodology of the project will be thoroughly explained in order not to raise doubts or suspicions.

ISETs in the Eastern region (especially in Nuristan) will likely prove to be the most challenging in terms of access. Both ACTED and REACH however have an active presence in the East and are therefore familiar with local stakeholders, local culture and the security situation. A number of armed groups, including the Taliban, Al Qaeda, the Islamic State, the Haqqani network and the Islamic Movement of Uzbekistan are present across the region. The security situation in Herat province is more stable than in other provinces, and the KIS generally do not specific access constraints. ISETs in Balkh province are also generally safe, and ACTED has a strong field presence there that can be leveraged for the purposes of the food security household-level assessment.

All REACH national and international staff receive a security briefing prior to their deployment in the field. Staff members will dress appropriately and avoid wearing jewelry and displaying items that might attract unwanted attention from AOGs or robbers in ISETs. International staff movement will likely be restricted in certain target areas. ACTED's Security department in each area (except Herat, where ACTED currently does not have field presence) will monitor and log all movements and submit detailed information to ACTED's Country Security team in Kabul on a daily basis. REACH staff are covered by and REACH operations will be undertaken in accordance with ACTED's Country Security Plan, that distinguishes several security phases that are designed to assist country and area office staff in implementing countermeasures to respond to changes in the threat level. ACTED has Minimum Operational Security Standards for each phase, and area-specific Security Action Plans and Contingency Plans, including for Nangarhar, Kabul and Balkh provinces. The risks inherent to REACH's operations will be assessed on a daily basis. ACTED receives live updates from the International NGO Safety Organisation (INSO). Security updates are discussed at base-level during Weekly Meetings, after which coordinators submit Weekly Security Reports. This system allows fast and effective action to adapt to a change in the level of risk, and the implementation of SOPs.

### Access

Access constraints may exist in some areas where REACH is to conduct its food security, WASH/ESNFI and EiE household-level surveys. REACH will be subject to ACTED's security procedures and will coordinate closely with ACTED's Security department in Kabul and their focal points in the field. Access to target areas for both national and international staff will typically be assessed on a case by case basis. For each decision concerning staff travels, ACTED's Security department takes into account recent intelligence, conflict, and threat levels for each specific area, including for roads that must be used to reach such sites.

National staff generally have access to most target areas, though the movement of international staff is more limited and highly dependent on circumstances. If direct data collection by REACH field teams is not feasible, REACH will work with partners already in the field--including clusters, members of the Assessment Working Group, and other partners--either by embedding REACH enumerators with local teams, or supporting from the capital level. If the field is not accessible by any partners, REACH will conduct remote data collection, or key informant interviews with community leaders. REACH's approach will leverage networks of key informants on the ground, as was done as part REACH's nationwide assessment of prolonged IDPs and mapping of ISETs in Kabul and Nangarhar (such mapping is currently underway in Balkh, Baghlan and Herat provinces). This approach will considerably reduce access-related challenges for both food security, WASH/Shelter and EiE/CPiE assessments.

In addition, REACH has recently conducted a food security assessment in all ISETs of Kabul and Nangarhar province, interviewing over a thousand households. Access constraints have been limited to a few ISETs (e.g. three ISETs Nangarhar province, out of 29, were not accessible). The KIS are mostly safe and accessible. REACH will however abide by strict security protocols in all target areas. For provinces and communities where ACTED does not currently have a presence and where REACH has not already secured access (e.g. Herat ISETs), REACH will work directly with the cluster system and through partner organizations who are known and accepted in each location to gather data and conduct assessments. In particular, REACH will work with partners of the National Solidarity Programme / Citizens' Charter partners (including ACTED) in each area who have close contact with and are accepted by local Community Development Councils (CDCs). REACH staff will be directly embedded with teams from these partner organizations, ensuring that the safety and acceptance of these actors are extended to REACH staff. To further ensure the safety and security of REACH staff, the ACTED security department will liaise directly with counterparts in partner organizations to review and approve security SOPs, local risks, and mitigation measures, before the embedding of REACH staff is approved. When security and community acceptance permits, REACH international staff will accompany local enumerators during data collection to ensure all standards are met and assessments are carried out properly. When conditions do not permit international staff to visit the field, all data collection activities will be reviewed by both international and local staff at the provincial or capital level.

### BUDGET

Code	Budget Line Description	D / S	Quantity	Unit cost	Duration Recurrence	% charged to CHF	Total Cost
1.1	IMPACT - Assessment specialist (International)	D	1	8,000.00	6	30.00	14,400.00
	<i>"IMPACT Assessment Specialist dedicated to technical support, in charge of the validation at global level reviewing and ensuring all inputs for assessments (methodology, research design, programmatic approach) and outputs (factsheets, reports, summaries) adhere to global quality standards. If needed, she will provide surge capacity. 1 person x 8,000 USD per month x 6 months x 30% = 14,400 USD"</i>						
1.2	IMPACT - Program Officer (International)	D	1	5,000.00	6	30.00	9,000.00

	<p>1 IMPACT Program Officer dedicated to technical assessments and review. IMPACT Program Officer will provide technical backstopping in terms of technical knowledge both a design and analysis/drafting stage. She will proceed with analysis and products verification to ensure that quality standards are met. She will also ensure that key humanitarian standards in terms of assessment and data management are implemented as well as sharing best practices and guidelines from Global Clusters and other relevant stakeholders.</p> <p>1 person x 5,000 USD per month x 6 months x 30% = 9,000 USD</p>							
1.3	IMPACT - GIS Specialist (International)	D	1	6,000.00	6	30.00	10,800.00	
	<p>1 IMPACT GIS Specialist dedicated to the provision of Information Management and GIS support. IMPACT GIS Officer will provide technical backstopping in terms of technical knowledge both at the design and analysis/drafting stage. She will proceed with analysis and products verification to ensure that quality standards are met. She will also ensure that key humanitarian standards in terms of mapping and data management are implemented as well as sharing best practices and guidelines from Global Clusters and other relevant stakeholders. If needed, she will provide surge capacity.</p> <p>1 person x 6,000 USD per month x 6 months x 30% = 10,800 USD</p>							
1.4	REACH - Senior Advisor (International)	D	1	7,500.00	7	85.00	44,625.00	
	<p>The Senior Advisor is a senior staff member who work as a country focal point for REACH. He closely work with the ACTED's Afganistan coordination employees (mainly the Country Director and the Country Security Manager) regarding the day-to-day project implementation, and also with ACTED &amp; IMPACT HQ Director in order to propose/develop new product for the differents stakeholders. He will supervise all program activities, manage REACH staff on this project, and coordinate with key external stakeholders about the project. The unit cost includes base salary as per IMPACT's pay scale and benefits paid in country (PerDiem , Food Allowance, R&amp;R...).</p> <p>1 person x 7,500 USD per month (including salary + 300 USD perdiem + 5 USD Food Allowance per day + 50 USD of insurance costs) x 7 months x 85% = 44,625 USD</p>							
1.5	REACH - Assessment Officer FSAC+ESNFI/WASH + EIE (International)	D	2	4,500.00	6	100.00	54,000.00	
	<p>The Assessment Officers are 2 junior staff members who will supervise assessment activities, manage REACH staff for data collection and will be in charge of preliminary analysis as well as assisting with the drafting of information products. The division of the assessment between the two Officers will be done when the recruitment of the two employees.</p> <p>2 persons x 4,500 USD per month (including salary + 300 USD perdiem + 5 USD Food Allowance per day + 50 USD of insurance costs) x 6 months x 100% = 54,000 USD</p>							
1.6	REACH - Assessment Officer - HEAT (International)	D	1	4,500.00	6	100.00	27,000.00	
	<p>The Assessment Officers is junior staff members who will supervise the HEAT activities (training, helpdesk ...), manage REACH staff for the differents trainings and the National NGO support activities, and liaise with those NGO.</p> <p>1 person x 4,500 USD per month (including salary + 300 USD perdiem + 5 USD Food Allowance per day + 50 USD of insurance costs) x 6 months x 100% = 27,000 USD</p>							
1.7	REACH - GIS/DB Officer (International)	D	1	4,500.00	6	100.00	27,000.00	
	<p>The REACH GIS/DB Officer is responsible for creating maps and other project outputs based on data collected in assessments. The Officer will support the development and maintenance of a database for the consolidation of assessment data for this project. The unit cost includes base salary as per ACTED's pay scale as well as all applicable benefits in line with ACTED's HR Manual.</p> <p>1 person x 4,500 USD per month (including salary + 300 USD perdiem + 5 USD Food Allowance per day + 50 USD of insurance costs) x 6 months x 100% = 27,000 USD</p>							
1.8	REACH - Operation Manager (National)	D	1	2,000.00	6	100.00	12,000.00	
	<p>The REACH Operation Manager is responsible for managing the assessment in coordination with ACTED support services (especially the Security Department), and partners at Capital and Field level. The unit cost includes base salary as per ACTED's pay scale as well as all applicable benefits in line with ACTED's HR Manual.</p> <p>1 person x 2,000 USD per month x 6 months x 100% = 12,000 USD</p>							
1.9	REACH - GIS Officer (National)	D	1	1,000.00	6	100.00	6,000.00	
	<p>The REACH GIS Officer is responsible for creating maps and other project outputs based on data collected in assessments. The Officer will support the development and maintenance of a database for the consolidation of assessment data for this project. The unit cost includes base salary as per ACTED's pay scale as well as all applicable benefits in line with ACTED's HR Manual.</p> <p>1 person x 1,000 USD per month x 6 months x 100% = 6,000 USD</p>							
1.10	REACH - DB Officer (National)	D	1	800.00	6	100.00	4,800.00	
	<p>The REACH DB Officer is responsible for creating and maintaining any project-related databases for the consolidation of assessment-related and GIS data. The unit cost includes base salary as per ACTED's pay scale as well as all applicable benefits in line with ACTED's HR Manual.</p> <p>1 person x 800 USD per month x 6 months x 100% = 4,800 USD</p>							
1.11	REACH - Assessment Specialists/Field Officer (National)	D	8	700.00	6	100.00	33,600.00	
	<p>Six REACH Assessment specialist/Field Coordinators staff are responsible for the development and implementation of project assessments, for overseeing data collection and analysis, and other assessment-related tasks for this project. Two REACH Assessment specialist/Field Coordinators staff are responsible for the HEAT activities, such as preparing and conducting training, support National NGO.</p> <p>The unit cost includes base salary as per ACTED's pay scale as well as all applicable benefits in line with ACTED's HR Manual.</p> <p>8 persons x 700 USD per month each x 6 months each x 100% = 33,600 USD</p>							

1.12	REACH - Assesment Liaison Officer (National)	D	3	700.00	6	100.00	12,600.00
	<p>The REACH Assessment Liaison Officer will communicate with field teams on a regular basis about the project, in addition to relevant local actors and government ministries. The Officer will also be responsible for communication related to the project. The unit cost includes base salary as per ACTED's pay scale as well as all applicable benefits in line with ACTED's HR Manual. 3 persons x 700 USD per month each x 6 months each x 100% = 12,600 USD</p>						
1.13	ACTED - Country Director (International)	S	1	9,000.00	6	15.00	8,100.00
	<p>ACTED employs international staff managers based in Kabul. He/she will be in charge of the over-arching supervision of the project as well as devising internal coordination with the Senior Advisor. He/she will be liaising with OCHA on all issues that might arise during project implementation and most importantly will play the role in the advocacy at the highest coordination bodies and agencies at the national and international level.</p> <p>1 person x 9,000 USD per month (including salary + 300 USD per diem + 5 USD Food Allowance per day + 50 USD of insurance costs) x 6 months x 15% = 8,100 USD</p>						
1.14	ACTED - Country Security Manager (International)	S	1	10,000.00	6	15.00	9,000.00
	<p>ACTED employs international staff managers based in Kabul. The Country Security Manager is a crucial post for the current situation in Afghanistan. S/he will provide analysis of security situation in the whole country. The incumbent will also be in charge of direct liaison with the NGO security Forum and UN OCHA, for example.</p> <p>1 person x 10,000 USD per month (including salary + 300 USD per diem + 5 USD Food Allowance per day + 50 USD of insurance costs) x 6 months x 15% = 9,000 USD</p>						
1.15	ACTED - Project Development Manager (International)	S	1	6,500.00	6	15.00	5,850.00
	<p>ACTED employs international staff managers based in Kabul. The employee will supervise all reporting activities, including liaison and reports to/with OCHA. S/he will participate to coordination and cluster meetings in Kabul.</p> <p>1 person x 6,500 USD per month (including salary + 300 USD per diem + 5 USD Food Allowance per day + 50 USD of insurance costs) x 6 months x 15% = 5,850 USD</p>						
1.16	ACTED - Country Finance Manager (International)	S	1	6,500.00	6	15.00	5,850.00
	<p>ACTED employs international staff managers based in Kabul. He/she will be responsible for the financial aspects of the project such as budget follow-up, financial reporting and cash transfers. S/he will be responsible for supervision of the finance and administration department of ACTED Afghanistan. He/she will make sure that ACTED's internal financial and administrative procedures are respected, as well as donor requirements.</p> <p>1 person x 6,500 USD per month (including salary + 300 USD per diem + 5 USD Food Allowance per day + 50 USD of insurance costs) x 6 months x 15% = 5,850 USD</p>						
1.17	ACTED - National backstopping in country (Admin, Audit, HR...) - Managers	S	8	2,108.00	6	14.00	14,165.76
	<p>ACTED National backstopping will be used to support the REACH project, including staff from Administration, Audit, and HR departments, and others. The Managers/Deputy Managers (based in Capital or Field Office) are directly under the supervision of the Coordination team. They are responsible for the supervision of all the day-to-day task, and implementing the department procedure and strategy. The unit cost includes base salary as per ACTED's pay scale as well as all applicable benefits in line with ACTED's HR Manual.</p> <p>See BoQ uploaded</p>						
1.18	ACTED - National backstopping in country (Admin, Audit, HR...) - Officers	S	10	1,045.00	6	14.43	9,047.61
	<p>ACTED National backstopping will be used to support the REACH project, including staff from Administration, Audit, and HR departments, and others. The Officers (based in Capital or Field Office) are directly under the supervision of their respective Managers. They are responsible for the day-to-day work regarding their department. The unit cost includes base salary as per ACTED's pay scale as well as all applicable benefits in line with ACTED's HR Manual.</p> <p>See BoQ uploaded</p>						
1.19	ACTED - National support staffs put at REACH - disposition (Guards, Drivers, Cook and Cleaner)	S	29	414.00	6	20.00	14,407.20
	<p>ACTED employs national staff that will be made available to REACH to support this project, including guards at the compound, drivers, cooks, and cleaners at the guesthouse. The unit cost includes base salary as per ACTED's pay scale as well as all applicable benefits in line with ACTED's HR Manual.</p> <p>Please find below staff breakdown for this line:</p> <p>See BoQ uploaded</p>						
	<b>Section Total</b>						<b>322,245.57</b>
<b>Supplies, Commodities, Materials</b>							
2.1	REACH Training Materials and Venues - FSAC + ESNFI/WASH + EIE	D	3	1,950.00	1	100.00	5,850.00

	<p>REACH will conduct trainings for project staff and stakeholders throughout the project. Costs include training materials (handouts, diagrams, etc.) and the cost of renting a venue for the training session. The REACH assessment officers and GIS officers will facilitate a data collection training exercise for each of the assessments. During these trainings, the methodology and the tools will be introduced to ToTs and enumerators. The aim of these trainings is to ensure that data collection process are understood and respected as well as that the questionnaire is consistently implemented by the enumerators. When relevant trainings will be implemented in Kabul and then roll out sessions will be implemented at province level.</p> <p>3 trainings (1 per assessment) x 1,950 USD per training x 100% = 5,850 USD  (Breakdown = Training venue (quantity 1 venue / unit cost 1,500 \$ (5 days at \$300 per day) / 100% cost = 1,500 \$ total) + Food and Catering (quantity 12 persons / unit cost 10 \$ / 100% cost = 120 \$ total) + Training Materials (quantity 12 persons / unit cost 27.5\$ / 100% cost = 330\$ total)</p>							
2.2	REACH Printing of Reports - FSAC + ESNFI/WASH + EIE	D	6	500.00	1	100.00	3,000.00	
	<p>REACH will print analysis reports as part of the project activities to publish and disseminate findings. The unit cost is the standard price for high quality printing, design features, and matte finish.</p> <p>6 reports (3 assessment x 2 reports) x 500 USD per report x 100% = 3,000 USD.</p>							
2.3	REACH - HEAT training costs - ToT - Capital level	D	1	1,784.00	2	100.00	3,568.00	
	<p>REACH will conduct one ToT in Kabul for Assessment Officers, Program coordinator ... The training will target different stakeholders in Kabul (International NGO, National NGO, UN members ...) and will be split into two 3-day sessions, and will be held by REACH staff after a joint discussion with members of the HCAWG.</p> <p>1 training x 2 sessions x 1,784 USD per session (BoQ are in annex) x 100% = 3,568 USD</p>							
2.4	REACH - HEAT training costs - Provincial level	D	10	776.00	1	100.00	7,760.00	
	<p>REACH will conduct ten trainings at provincial level for Assessment Monitors, Area coordinator ... The training will target different stakeholders in each area (International NGO, National NGO, UN members ...). The trainings consist of single 3-day sessions, and will be held by REACH staff after a joint discussion with members of the HCAWG.</p> <p>10 provincial trainings x 1 session per training x 776 USD per session (BoQ uploaded as annex) 100% = 7,760 USD</p>							
<b>Section Total</b>							<b>20,178.00</b>	
<b>Equipment</b>								
3.1	IMPACT - IT Equipment - Laptop	S	4	900.00	1	100.00	3,600.00	
	<p>REACH will purchase 4 computers for its staff to use for this project, including for all project-related email communication, analysis of data, database management, and creating reports and analyses. The 4 laptops previously purchased under the 2 last CHF projects will be used by 4 expatriate's staff members (over 6 expatriate staff). RTEACH request to purchase 2 computers for the 2 remaining expatriate staff members. However in order to fully fulfill their ToRs, all the 14 national program staff must be equipped with laptops. REACH requests to purchase 2 laptop under the project #5032 in order to equip its national program team.</p> <p>4 computers x 900 USD per computer x 100% = 3,600 USD</p>							
3.2	IMPACT - IT Equipment - Software	D	2	2,200.00	1	100.00	4,400.00	
	<p>REACH will purchase 2 packs of software licenses needed for data analysis, database creation, and other GIS/MIS related needs. Same software (1 ARCGIS + 1 Adobe Suites) have been purchased under the project #491, they are not expired yet, and will be used by the GIS International. However in order for the team to fulfill their ToRs and to work efficiently all the program staff must be equipped with a Tableau Licence (18 staffs), 3 staffs members with the ARCGIS Licence (GIS International + GIS National + 1 Assessment Officer International with adequate knowledge and training), and finally 3 members with the Adobe Suites Licence (GIS international + each Assessment Officer).</p> <p>The pack contain :</p> <ul style="list-style-type: none"> <li>- 1 Tableau license @ 1200 USD</li> <li>- 1 ARCGIS license @ 400 USD</li> <li>- 1 Adobe Suite Licenses @ 600 USD</li> </ul> <p>2 packs * USD 2,200 per pack = 4,400 USD</p>							
3.3	REACH - Smartphones/Tablets for Data Collection	D	10	300.00	1	100.00	3,000.00	
	<p>REACH will purchase 10 smartphones/tablets for enumerators to use during data collection in the field. Collecting data with smartphones/tablets will enable more reliable and faster data transfer from the field to bases. The 30 equipment previously funded by CHF will be used for this purpose, however as the 3 assessments will be overlapping, requesting a 95 smartphones, representing a gap of 65 smartphones. REACH request to purchase 10 more smartphone under this project to reduce the gap in order to implement the assessments. REACH will coordinate with partners in order to obtain a sufficient number of smartphone for the assessment.</p> <p>10 smartphones/tablets x 300 USD per smartphone/tablet x 100% = 3,000 USD</p>							
3.4	REACH - Projector for HEAT training	D	1	500.00	1	100.00	500.00	
	<p>REACH will purchase 1 projector for the implementation of the HEAT trainings. If available, the projector will also be used by the rest of the team for HUMANITARIAN Assessment Working Group meetings, presentations of the assessment's results...</p> <p>1 projector x 500 USD x 100% = 500 USD</p>							
<b>Section Total</b>							<b>11,500.00</b>	

Contractual Services							
4.1	REACH Car rental for Kabul - HEAT team/Co-Lead HCAWG	D	1	700.00	6	100.00	4,200.00
<p>REACH will provide transportation for the Co-Lead of the Humanitarian Working Group. The vehicle will also be used by all other project team members. Transportation costs include driver, fuel and maintenance for the vehicle.  1 vehicle x 700 USD per month x 6 months x 100% = 4,200 USD</p>							
4.2	REACH - Enumerators for Data Collection - FSAC	D	25	550.00	3	100.00	41,250.00
<p>"REACH Enumerators will be responsible for data collection in the field, either on smartphones/tablets or through paper assessments. Enumerators will visit households in several provinces, conduct assessments, and transfer the data to Kabul. The unit cost includes base salary.  25 persons x 550 USD per person per month (420 USD as salary + 130 USD as benefits as Enumerators will be most of their time on mission outside of their duty station and entitled to allowance) x 3 months x 100% = 41,250 USD</p> <p>Team sizes and the quantity are needed are calculated using:</p> <ol style="list-style-type: none"> <li>1. The number of provinces that each project will cover.</li> <li>2. The anticipated ease (or lack of) that the teams will have to travel to different areas of each province.</li> <li>3. The anticipated sample size of the assessment.</li> <li>4. The methodology of the assessment (i.e. the length of the questionnaire, additional data collection exercises such as participatory mapping).</li> </ol> <p>The team sizes are decided in consultation with REACH's network of Senior Field Officers and on past experience of conducting assessments in Afghanistan. The larger number of enumerators for the ESNFI + WASH assessment is due to the inclusion of more mapping elements as part of the assessment. The FSAC assessment will focus on a household level survey, while the ENSFI + WASH will combine a household level survey with participatory mapping, identifying access to services and the composition of the informal settlements Shelter and WASH infrastructure. This results in a slightly lower number of enumerators for the FSAC assessment."</p>							
4.3	REACH - Enumerators for Data Collection - ESNFI/ WASH	D	30	550.00	3	100.00	49,500.00
<p>"REACH Enumerators will be responsible for data collection in the field, either on smartphones/tablets or through paper assessments. Enumerators will visit households in several provinces, conduct assessments, and transfer the data to Kabul. The unit cost includes base salary.  30 persons x 550 USD per person per month (420 USD as salary + 130 USD as benefits as Enumerators will be most of their time on mission outside of their duty station and entitled to allowance) x 3 months x 100% = 49,500 USD</p> <p>Team sizes and the quantity are needed are calculated using:</p> <ol style="list-style-type: none"> <li>1. The number of provinces that each project will cover.</li> <li>2. The anticipated ease (or lack of) that the teams will have to travel to different areas of each province.</li> <li>3. The anticipated sample size of the assessment.</li> <li>4. The methodology of the assessment (i.e. the length of the questionnaire, additional data collection exercises such as participatory mapping).</li> </ol> <p>The team sizes are decided in consultation with REACH's network of Senior Field Officers and on past experience of conducting assessments in Afghanistan. The larger number of enumerators for the ESNFI + WASH assessment is due to the inclusion of more mapping elements as part of the assessment. The FSAC assessment will focus on a household level survey, while the ENSFI + WASH will combine a household level survey with participatory mapping, identifying access to services and the composition of the informal settlements Shelter and WASH infrastructure. This results in a slightly higher number of enumerators for the ESNFI/WASH assessment."</p>							
4.4	REACH - Enumerators for Data Collection - EiE	D	40	550.00	2	100.00	44,000.00
<p>REACH Enumerators will be responsible for data collection in the field, either on smartphones/tablets or through paper assessments for the EiE assessment. Enumerators will visit households in several provinces, conduct assessments, and transfer the data to Kabul. The unit cost includes base salary.  Team sizes and logistical needs are calculated by:</p> <ol style="list-style-type: none"> <li>1. The number of targeted provinces each project will cover.</li> <li>2. The anticipated ease (or lack of) that the teams will have in travel to different areas of each province.</li> <li>3. The anticipated sample size of the assessment.</li> <li>4. The methodology of the assessment (i.e the length of the questionnaire, additional data collection exercises such as participatory mapping).</li> </ol> <p>The team sizes and logistical needs are created in consultation with our network of Senior Field Officers and on past experience of assessments in Afghanistan.</p> <p>40 persons x 550 USD per person per month (420 USD as salary + 130 USD as benefits as Enumerators will be most of their time on mission outside of their duty station and entitled to allowance) x 2 months x 100% = 44,000 USD</p>							
<b>Section Total</b>							<b>138,950.00</b>
<b>Travel</b>							
5.1	REACH - Transportation for Data Collection - FSAC	D	5	700.00	3	100.00	10,500.00

	<p>REACH will provide transportation to the field for enumerators carrying out data collection. Transportation costs include fuel, maintenance &amp; driver for vehicles.</p> <p>Team sizes and logistical needs are calculated by:</p> <ol style="list-style-type: none"> <li>1. The number of targeted provinces each project will cover.</li> <li>2. The anticipated ease (or lack of) that the teams will have in travel to different areas of each province.</li> <li>3. The anticipated sample size of the assessment.</li> <li>4. The methodology of the assessment (i.e the length of the questionnaire, additional data collection exercises such as participatory mapping).</li> </ol> <p>The team sizes and logistical needs are created in consultation with our network of Senior Field Officers and on past experience of assessments in Afghanistan.</p> <p>5 cars needed x 700 USD per month per vehicle x 3 months x 100% = 10,500 USD</p>						
5.2	REACH - Transportation for Data Collection - WASH/ESNFI	D	5	700.00	3	100.00	10,500.00
	<p>REACH will provide transportation to the field for enumerators carrying out data collection. Transportation costs include fuel, maintenance &amp; driver for vehicles.</p> <p>Team sizes and logistical needs are calculated by:</p> <ol style="list-style-type: none"> <li>1. The number of targeted provinces each project will cover.</li> <li>2. The anticipated ease (or lack of) that the teams will have in travel to different areas of each province.</li> <li>3. The anticipated sample size of the assessment.</li> <li>4. The methodology of the assessment (i.e the length of the questionnaire, additional data collection exercises such as participatory mapping).</li> </ol> <p>The team sizes and logistical needs are created in consultation with our network of Senior Field Officers and on past experience of assessments in Afghanistan.</p> <p>5 cars needed x 700 USD per month per vehicle x 3 months x 100% = 10,500 USD</p>						
5.3	REACH - Transportation for Data Collection - EIE	D	12	700.00	2	100.00	16,800.00
	<p>REACH will provide transportation to the field for enumerators carrying out data collection. Transportation costs include fuel, maintenance &amp; driver for vehicles.</p> <p>Team sizes and logistical needs are calculated by:</p> <ol style="list-style-type: none"> <li>1. The number of targeted provinces each project will cover.</li> <li>2. The anticipated ease (or lack of) that the teams will have in travel to different areas of each province.</li> <li>3. The anticipated sample size of the assessment.</li> <li>4. The methodology of the assessment (i.e the length of the questionnaire, additional data collection exercises such as participatory mapping).</li> </ol> <p>The team sizes and logistical needs are created in consultation with our network of Senior Field Officers and on past experience of assessments in Afghanistan.</p> <p>12 cars needed x 700 USD per month per vehicle x 2 months x 100% = 16,800 USD</p>						
5.4	IMPACT - International flights	S	3	1,800.00	1	30.00	1,620.00
	<p>IMPACT will fly expatriate staffs from/to Kabul. One flight per each IMPACT expatriate with the same percentage as the BL 1.1 to 1.3.</p> <p>3 expatriates x 1,800 USD per roundtrip x 1 roundtrip per expatriate x 30% = 1,620 USD</p>						
5.5	REACH - Domestic flight - Assessments	D	3	221.00	6	100.00	3,978.00
	<p>REACH staff will move between the capital and field to supervise field-level data collection and assessments. Security issues preclude transportation by road. 1 flight per assessment per month is budgeted during the 6-6months presence of the program team.</p> <p>3 domestic flights x 221 USD per flight x 6 months x 100% = 3,978 USD</p>						
5.6	REACH - Domestic flight - HEAT	D	2	221.00	10	100.00	4,420.00
	<p>REACH staff will move between the capital and field to supervise field-level data collection and assessments. Security issues preclude transportation by road. 2 flights per HEAT training at provincial level are budgeted for the 2 staff who will implement the training.</p> <p>2 domestic flights x 221 USD per flight x 10 provincial training x 100% = 4,420 USD</p>						
5.7	REACH - Local transport and accomodation - HEAT team	D	20	20.00	4	100.00	1,600.00
	<p>REACH staff will move between the capital and field to implement 10 HEAT training. As the training may be during 3 days of full implementation, REACH budgeted 4 days (3 days of training + 1 of transportation).</p> <p>20 per diem (10 training x 2 employees) x 20 USD x 4 nights x 100% = 1,600 USD</p>						
5.8	REACH - International flights	S	5	1,800.00	1	100.00	9,000.00
	<p>REACH will fly expatriate staffs from/to Kabul. One flight per each REACH expatriate.</p> <p>5 expatriates x 1,800 USD per roundtrip x 1 roundtrip per expatriate x 100% = 9,000 USD</p>						
5.9	REACH - Per diem for National Staff	S	14	50.00	6	100.00	4,200.00
	<p>REACH will provide a per diem of USD 50 USD per month for the 14 REACH national staff.</p> <p>14 persons x 50 USD x 6 months x 100% = 4,200 USD</p>						
	<b>Section Total</b>						<b>62,618.00</b>
<b>General Operating and Other Direct Costs</b>							
7.1	ACTED- REACH office cost (rent, maintenance, and utilities)	S	1	2,000.00	6	66.66	7,999.20

	<i>ACTED's compound in Kabul includes a separate office building that will be used for this REACH project. Rent, maintenance, and utilities must be paid for on a monthly basis. 1 premise x 2,000 USD per month x 6 months x 66,66% = 7,999 USD</i>						
7.2	ACTED - Guest House cost for housing REACH staff (rent)	S	1	11,500.00	6	20.00	13,800.00
	<i>ACTED's compound in Kabul includes separate guesthouse facilities specifically for REACH staff on this project. The rent must be paid on a monthly basis. 1 guesthouse x 11,500 USD per month x 6 months x 20% = 13,800 USD</i>						
7.3	ACTED - Field offices put at REACH - disposition (rent, maintenance, and utilities)	S	3	2,000.00	6	20.00	7,200.00
	<i>ACTED's field offices will be made available for REACH use during this project. The rent, maintenance, and utilities will be paid on a monthly basis. 3 field offices x 2,000 USD per month x 6 months x 20% = 7,200 USD</i>						
7.4	REACH - Field office costs (rent, maintenance, and utilities)	S	3	300.00	6	100.00	5,400.00
	<i>REACH will rent offices in the field for this project and to provide a base for field staff. 3 field offices x 300 USD per month x 6 months x 100% = 5,400 USD</i>						
7.5	REACH - Legal and financial services (visa, registration, bank charges)	S	1	894.21	1	100.00	894.21
	<i>REACH will cover administrative costs associated with staff during the project. These costs include visas for international staff, registration in country for international staff, and bank charges for money transfers to pay salaries. 1 set of charges x 894.21 USD x 1 month x 100% = 894.21 USD</i>						
7.6	REACH - Communication costs (internet, telephone and 3G)	S	1	515.00	6	100.00	3,090.00
	<i>REACH will provide staff with internet, a phone, and 3G service for this project. 1 office x 515 USD per month x 6 months x 100% = 3,090 USD</i>						
7.7	ACTED - Guest House cost for housing REACH - staffs (maintenance and utilities)	S	1	2,375.00	6	20.00	2,850.00
	<i>ACTED's compound in Kabul includes separate guesthouse facilities specifically for REACH staff on this project. The maintenance and utilities must be paid on a monthly basis. 1 guesthouse x 2,375 USD per month x 6 months x 20% = 2,850 USD</i>						
7.8	ACTED - Compound security upgade (armored door + CCTV upgade)	S	1	4,050.00	1	100.00	4,050.00
	<i>ACTED's compound in Kabul requires security upgrades (e.g. armored door and CCTV upgrades) that will benefit all Kabul-based staff budgeted in this project and that will notably serve to protect equipment purchased under this project. 1 compound x 4,050 USD x 1 time x 100% = 4,050 USD</i>						
	<b>Section Total</b>						<b>45,283.41</b>
<b>SubTotal</b>			287.00				<b>600,774.98</b>
Direct							470,651.00
Support							130,123.98
<b>PSC Cost</b>							
PSC Cost Percent							7.00
PSC Amount							42,054.25
<b>Total Cost</b>							<b>642,829.23</b>
<b>Project Locations</b>							
Location	Estimated percentage of budget for each location	Estimated number of beneficiaries for each location					Activity Name
		Men	Women	Boys	Girls	Total	
Kabul	3	2	2	2	2	8	
Kapisa	3	2	2	2	2	8	
Parwan	3	2	2	2	2	8	
Wardak	3	2	2	2	2	8	
Logar	3	2	2	2	2	8	
Nangarhar	3	2	2	2	2	8	

Laghman	3	2	2	2	2	8
Panjsher	3	2	2	2	2	8
Baghlan	3	2	2	2	2	8
Bamyan	3	1	2	2	2	7
Ghazni	3	1	1	1	1	4
Paktya	3	1	1	1	1	4
Kunar	3	1	1	1	1	4
Nuristan	3	1	1	1	1	4
Badakhshan	3	1	1	1	1	4
Takhar	3	1	1	1	1	4
Kunduz	3	1	1	1	1	4
Balkh	3	1	1	1	1	4
Samangan	3	1	1	1	1	4
Sar-e-Pul	3	1	1	1	1	4
Ghor	3	1	1	1	1	4
Daykundi	3	1	1	1	1	4
Uruzgan	3	1	1	1	1	4
Zabul	3	1	1	1	1	4
Paktika	3	1	1	1	1	4
Khost	3	1	1	1	1	4
Jawzjan	3	1	1	1	1	4
Faryab	3	1	1	1	1	4
Badghis	3	1	1	1	1	4
Hirat	3	1	1	1	1	4
Farah	3	1	1	1	1	4
Hilmand	3	1	1	1	1	4
Kandahar	2	1	1	1	1	4
Nimroz	2	1	1	1	1	4

#### Documents

Category Name	Document Description
Project Supporting Documents	Annex I - WASH Cluster Endorsment_ACTED_CHF 1stSA 2017.pdf
Project Supporting Documents	Annex II - FSAC Endorsement - Recommendation letter for REACH - ACTED (FSAC proposal).pdf
Project Supporting Documents	Annex III - ACTED- APC Support letter_12032017.pdf
Project Supporting Documents	Annex IV - HEAT training - BoQ.pdf
Project Supporting Documents	Annex IV - HEAT training BoQs - Revised.pdf
Project Supporting Documents	Call Centre - Contact List Template 1SA 2017.xlsx
Project Supporting Documents	CHF-Afghanistan - Communications and Visibility Guidelines.02.2017.pdf
Project Supporting Documents	Remote Call Campaigns - Guidance Note for Partners.pdf
Budget Documents	BoQ - BL 1.17 to BL 1.19.xlsx