

<b>Requesting Organization :</b>	Health Disability and Development Organization		
<b>Allocation Type :</b>	2022 3rd Reserve Allocation		
<b>Primary Cluster</b>	<b>Sub Cluster</b>	<b>Percentage</b>	
FOOD SECURITY AND AGRICULTURE		100.00	
		<b>100</b>	
<b>Project Title :</b>	Distribution of Food Packages in DayChopan District of Zabul Province		
<b>Allocation Type Category :</b>			
<b>OPS Details</b>			
<b>Project Code :</b>		<b>Fund Project Code :</b>	AFG-22/3481/RA3/FSAC/NGO/24106
<b>Cluster :</b>		<b>Project Budget in US\$ :</b>	643,325.88
<b>Planned project duration :</b>	8 Months	<b>Priority:</b>	
<b>Planned Start Date :</b>	01/01/2023	<b>Planned End Date :</b>	31/08/2023
<b>Actual Start Date:</b>	01/01/2023	<b>Actual End Date:</b>	31/08/2023
<b>Project Summary :</b>	<p>Zabul province is identified in IPC phase 3 from June to November 2022. 15% of the population is classified under IPC phase 4 and 30% under IPC phase 3. The IPC analysis indicates that for the projection analysis period (June to November 2022), corresponding to the harvest and post-harvest season, the total population facing high and critical levels of acute food insecurity (IPC Phase 3 and above) is expected to only minimally decrease (2%) from 19.7 million in the current to 18.9 million (45% of the analyzed population). No province or urban center analyzed has been classified in IPC Phase 2 (Stressed) or IPC Phase 1 (Minimal). Most of the twelve areas classified in IPC Phase 4 (Emergency) in the current period will remain in this phase, with only slight changes in population during the projection period.</p> <p>The Whole of Afghanistan Assessment (WOAA) 2022 findings indicate that food insecurity is spread throughout the country with a slightly higher concentration in the northwestern provinces of Afghanistan. Overall, 41% of households had a "poor" Food Consumption Score (FCS).<sup>1</sup> About 25% of the households also relied on "emergency" livelihood coping strategies (LCS).<sup>2</sup> While a higher proportion of urban households were classified as having moderate hunger - with rural ones potentially supported by seasonal harvest-, a higher share of rural households reported using emergency coping strategies, highlighting different vulnerability profiles among the two population groups. % of households per reduced Coping Strategy Index was 58% in high side, 65% of rural HHs and 56% of urban HHs were classified in the high rCSI category. Overall, female-headed households were found to be more food insecure compared to male-headed households with higher proportions having a poor FCS (48% vs 39%) and moderate hunger (42% vs 33%). Financial barriers (high costs of food and non-food items) emerged as primary barrier to markets for all population groups, while rural households additionally faced physical barriers (far distance or difficulties reaching markets).</p> <p>HDDO will provide in-kind food assistance to 1,070 vulnerable households to cover 7,490 individuals in the Daychopan district of Zabul province. The in-kind modality is prone to fewer risks, such as cash in the hands of women could have a potential effect on their safety and protection and make them more targeted to theft. Besides, the in-kind modality ensures that project participants, especially women, will not have to confront challenges while accessing market for food items. It will make sure that the families will have the right items including the required ingredients and calories to suffice the household members.</p> <p>The proposed assistance will cover a significant portion of the people in need of urgent food in Daychopan district of Zabul Province, covering 75% of food needs of the targeted households for six months. This will make sure that the target families will have enough food for their household members that will directly contribute to enhanced food security and nutrition. This will increase and strengthen their food consumption score for the target period.</p> <p>The food items will be distributed in three rounds, each round covering food packages of two months. The food package per month will contain the following items:</p> <ol style="list-style-type: none"> <li>1. 75 KGs of Wheat Flour</li> <li>2. 6 Liters of Vegetable oil</li> <li>3. 6 KGs of Pulses</li> <li>4. 0.75 KG of Salt</li> </ol> <p>This is 75% of the in-kind monthly food basket that is defined by the FSAC Cluster's latest Response Packages Guideline released in August 2022.</p> <p>HDDO will carry out all activities in close coordination with the FSAC cluster and regional focal points</p>		

and will adhere to all reporting and other requirements of the AHF, UNOCHA, FSAC, and any other involved parties.

#### Direct beneficiaries :

Men	Women	Boys	Girls	Total
1,650	2,000	1,800	2,040	7,490

#### Other Beneficiaries :

Beneficiary name	Men	Women	Boys	Girls	Total
Host Communities	1,650	2,000	1,800	2,040	7,490

#### Indirect Beneficiaries :

The local market traders will benefit from the project as the procurement of the food items will inject cash into the trading market. The overall businesses will be positively affected.

#### Catchment Population:

#### Link with allocation strategy :

This project is fully aligned with the AHF's 2022 Humanitarian Response Plan Strategic Objective 1 (Timely, multi-sectorial, life-saving, equitable, and safe assistance is provided to crisis-affected people of all genders and diversities to reduce mortality and morbidity). This will provide urgent and emergency assistance to ensure people's survival and to prevent mortality.

This project is also fully aligned with the 2022 FSAC Cluster' Objective 1.2 (Shock-affected (IDP, returnee, refugee, natural disaster, and people under IPC 3 and 4) women, men, and children of all ages have a minimum food consumption score above 42.5.).

#### Sub-Grants to Implementing Partners :

Partner Name	Partner Type	Budget in US\$

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

Other Funding Source	Other Funding Amount

#### Organization focal point :

Name	Title	Email	Phone
Dr. Razi Khan Hamdard	Executive Director	razikhan@hddo.org	+93771282268
Abdul Hafiz Khalil	Finance Manager	finance@hddo.org	+93784517255
Mohammad Nawaz	Technical Coordinator	hddo.ngo2@gmail.com	+93764547194

#### BACKGROUND

##### 1. Humanitarian context analysis

##### 2. Needs assessment

The latest IPC Analysis reflects that high acute food insecurity persists across Afghanistan, as a combination of a collapsing economy and drought is depriving nearly 20 million Afghans of food, classified in Crisis or Emergency (IPC Phases 3 or 4), between March and May 2022 (the lean season), latest data shows. Among these are about 6.6 million people in Emergency (IPC Phase 4) and 13 million in Crisis (IPC Phase 3). A significant amount of Humanitarian Food Assistance (HFA) was provided, easing the food crisis for the most affected households. However, Afghanistan's food security situation remains highly concerning, exacerbated by economic decline and high food prices. With 38% of the population targeted for HFA, nearly 20 million people, representing half the country's population, are still experiencing high and critical levels of acute food insecurity (IPC Phases 3 and above) between March and May 2022. The same applies to the projected period from June to November 2022 with only slight changes.

The FEWS NET Report published in October 2022 reflects that Despite scaled-up levels of humanitarian assistance, the number of households facing Crisis (IPC Phase 3), Crisis! (IPC Phase 3!), or worse outcomes will increase through the peak of the lean season in March 2023 as poor households exhaust food stocks, financial resources, and any remaining coping capacity. In areas worst affected by drought, province-level Crisis! (IPC Phase 3) outcomes are likely to re-emerge in November/December, with humanitarian assistance preventing worse outcomes. At the peak of the lean season in March 2023, an estimated 9 to 10 million people<sup>3</sup> will need humanitarian food assistance. An increase in levels of acute malnutrition is possible in some areas as households further reduce dietary quality and quantity during the lean season.

The Whole of Afghanistan Assessment (WOAA) 2022 findings indicate that food insecurity is spread throughout the country with a slightly higher concentration in the northwestern provinces of Afghanistan. Overall, 41% of households had a "poor" Food Consumption Score

(FCS).1 About 25% of the households also relied on “emergency” livelihood coping strategies (LCS).2 While a higher proportion of urban households were classified as having moderate hunger - with rural ones potentially supported by seasonal harvest-, a higher share of rural households reported using emergency coping strategies, highlighting different vulnerability profiles among the two population groups. % of households per reduced Coping Strategy Index was 58% in high side, 65% of rural HHs and 56% of urban HHs were classified in the high rCSI category. Overall, female-headed households were found to be more food insecure compared to male-headed households with higher proportions having a poor FCS (48% vs 39%) and moderate hunger (42% vs 33%). Financial barriers (high costs of food and non-food items) emerged as primary barrier to markets for all population groups, while rural households additionally faced physical barriers (far distance or difficulties reaching markets).

Zabul province is classified in the IPC Phase 3 in the latest IPC analysis with 15% of its population classified under IPC phase 4 and 30% under the IPC phase 3. Meaning that 153,276 individuals are in IPC 3 and 76,638 in IPC 4 with urgent need of food.

### **3. Description Of Beneficiaries**

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

As per the Whole of Afghanistan Assessment findings for 2022, % of households per reduced Coping Strategy Index was 58% in high side, 65% of rural HHs and 56% of urban HHs were classified in the high rCSI category – including the target province, Zabul. 39% of the HHs were identified with Borderline FCS while 41% were in poor category. The findings reflects that 21-40% of households in Zabul province are in poor food consumption score.

Zabul is a deprived province with 30 and 15 percent of its population in IPC 3 and 4 respectively. The IPC Analysis indicates that despite an improvement of precipitation levels in January reducing rainfall deficits in some part of the country, the main wheat producing area in the country (North and North-east) as well as the Central Highland, North-West regions and Zabul province in the South-east received insufficient precipitation. This coupled with the drought and COVID-19 pandemic has created a humanitarian crisis which calls for intervention. Vulnerability of the households with no food security will lead to several issues such as extraction of loans and reduction in times of meals and dependency on less nutritionally rich foods. This will further lead to GBV and violation of human rights such as early and forced marriages in exchange for money.

HDDO will provide food assistance to 1,070 vulnerable households (7,490 individuals) in the Daychopan district of Zabul province to cover 75% of the monthly food basket for six months. This assistance will ensure that the target households will have sufficient food available for their family members that will directly contribute to their food security, preventing people from selling productive assets and equipment in exchange for food. The assistance will meet the urgent food needs of the affected and vulnerable households, therefore, contributing to the prevention of food insecurity.

The in-kind modality is prone to fewer risks, such as cash in the hands of women could have a potential effect on their safety and protection and make them more targeted to theft. Besides, the in-kind modality ensures that project participants, especially women, will not have to confront challenges while accessing market for food items. It will make sure that the families will have the right items including the required ingredients and calories to suffice the household members.

In terms of market availability, there are food markets in Zabul from where the HDDO could procure the required food items for this project. Kandahar province is counted as an alternative for procurement and provision of food items should the market in Zabul province fall short in terms of food items availability.

### **5. Complementarity**

## **LOGICAL FRAMEWORK**

### **Overall project objective**

**The project’s overall objective is to improve the food security of affected and vulnerable households through the provision of in-kind food assistance.**

**HDDO’s response will provide timely food assistance to affected people through provision of 75% of monthly in-kind food assistance for 6 months (in three installments) to 1,070 food-insecure households in Daychopan district of Zabul province.**

## **FOOD SECURITY AND AGRICULTURE**

<b>Cluster objectives</b>	<b>Strategic Response Plan (SRP) objectives</b>	<b>Percentage of activities</b>
2022 HRP FSAC Outcome 1.2: Shock affected (Conflict IDP, returnee, refugee, natural disaster and targeted IPC 3 and 4) women, men and children of all ages have a minimum household food consumption score above 42.5	SO1: Timely, multi-sectoral, life-saving, equitable and safe assistance is provided to crisis-affected people of all genders and diversities to reduce mortality and morbidity.	100

**Contribution to Cluster/Sector Objectives :** This project is aligned with the FSAC’s 2022 Cluster Objective 1.2 as this will ensure continued and regular access to food for the acute food insecure people in the target location. This will help improve the food security situation of the vulnerable and affected households by ensuring food availability for them for six months.

Project activities will be in line with the overall FSAC Cluster allocation strategy that will include distribution Food items for households.

### **Outcome 1**

Shock-affected people (IDPs, returnees, refugees, natural disaster-affected, and seasonally food insecure IPC phase 3 and 4 people) of all ages have a minimum household food consumption score of above 42.5.

### **Output 1.1**

<b>Description</b>							
1,070 vulnerable and affected households (7,490 individuals) from all ages and genders identified in IPC Phase 3 and 4 received in-kind food assistance in the Daychopan district of Zabul province to cover 75% of food needs for six months.							
<b>Assumptions &amp; Risks</b>							
<p><b>Assumptions</b></p> <ul style="list-style-type: none"> <li>Food items required for this assistance will be available</li> <li>Security situation will not deteriorate</li> <li>Food prices will remain stable and will not rise</li> <li>Target communities will accept the assistance and cooperation with the project teams</li> <li>Access issues will not arise</li> <li>The local government support the project</li> <li>HDDO will have the required funds on time</li> </ul> <p><b>RISKS</b></p> <ul style="list-style-type: none"> <li>Required food items will not be available in Zabul's local market HDDO will conduct regular market monitoring to make sure that the required food items are available in the target province's local market. If not, the items will be procured from the neighbor province, Kandahar, where large food markets are available.</li> <li>Unlawful interference of the local government and influential figures in project participants selection process HDDO will adhere to all the humanitarian commitments and standards, and will not accept any unauthorized interference. During the community sensitization, we will explain the overall project to the target communities, including the selection criteria. HDDO will preserve its operational independency and will conduct meetings and gatherings with the demanding parties to mitigate the issue. We will also seek the guidance and support of the cluster, if needed.</li> <li>Females will be prevented to benefit from the project (as staff members and/or project participants) During the community sensitization stage, HDDO will discuss the direct participation of women in the project activities to make sure that the communities and the local government will allow women to participate. We will adopt Sharia Law, consider the local dress codes and cultural sensitivities to avoid challenges.</li> <li>Theft of food items during the transportation to the distribution points HDDO security team will consider security measures before the dispatch of the items to the distribution sites. Proper coordination will be done with the local government's security institutions to avoid issues.</li> </ul>							
<b>Indicators</b>							
Code	Cluster	Indicator	End cycle beneficiaries				End cycle
			Men	Women	Boys	Girls	Target
Indicator 1.1.1	FOOD SECURITY AND AGRICULTURE	# Shock affected and vulnerable people (Conflict IDP, returnee, refugee, natural disaster affected and targeted IPC 3 and 4) women, men and children of all ages who receive adequate food/cash responses, in a timely manner	1,650	2,000	1,800	2,040	7,490
<b>Means of Verification</b> : • List of participants • Survey profile • Progress reports • Project Participants' database							
Indicator 1.1.2	FOOD SECURITY AND AGRICULTURE	% of households with acceptable food consumption					55
<b>Means of Verification</b> : • Progress reports • Monitoring reports • Post Distribution monitoring report • Success stories							
Indicator 1.1.3	FOOD SECURITY AND AGRICULTURE	Number of households that will be supported through distribution of in-kind food packages					1,070
<b>Means of Verification</b> : • List of participants • Survey profile • Progress reports • Project Participants' database							
Indicator 1.1.4	FOOD SECURITY AND AGRICULTURE	% of complaints, received through AWAAZ and HDDO's internal complaint response system, resolved in safe and timely manner					90
<b>Means of Verification</b> : • Monitoring reports • Complaint Response System database • Case studies • Progress reports							
<b>Activities</b>							
<b>Activity 1.1.1</b>							
<b>Standard Activity : Customized Activity</b>							

#### Activity 1.1.1

##### Coordinate the Project with the Relevant Stakeholders

HDDO will officially register the project with the Ministry of Economy to obtain introduction letters. The project will be coordinated with the local government institutions in Zabul province.

The project and activities will be coordinated with the regional FSAC and UNOCHA focal points and offices; coordination will also be done with the NGOs and INGOs to avoid duplication of assistance. HDDO will implement all activities in close coordination with the FSAC and UNOCHA.

##### Recruitment of required project staff members

The required staff for the project will be recruited through a proper recruitment process. All the recruited staff members will be oriented on the project components, HDDO complaint system, data protection, RCCE, and other related topics.

#### Activity 1.1.2

##### Standard Activity : Customized Activity

#### Activity 1.1.2

##### Community Mobilization

HDDO will conduct community mobilization to inform the target communities about the project activities, type of assistance, the target locations, eligibility criteria for project participant selection, Accountability to Affected Population, coordination, selection process, and implementation plans. The communities will be made aware of the HDDO's Complaint Response System and AWAAZ Afghanistan.

During this stage, HDDO will identify the eligible households with the cooperation of the village heads, community leaders, religious scholars, and community representatives. The draft list of the eligible households will be prepared to use for house to house survey.

The communities will be provided with information on COVID-19, standard drought messages, and other messages as suggested by the donor or other stakeholders. Printed materials will be distributed for the communities to increase awareness and knowledge. The printed materials include brochures and posters. The posters will be installed in different locations considering visibility.

#### Activity 1.1.3

##### Standard Activity : Customized Activity

#### Activity 1.1.3

##### House to House Assessment

The target households are identified during the community mobilization stage. HDDO will conduct a house to house assessment to select the most vulnerable and affected households with urgent need of food assistance for this project. The selection will be done as per the selection criteria defined by the FSAC. Copies of the assessed project participants NIDs will be attached to the assessment form.

The assessment will be done through a paper-based system or any other mediums as suggested by the FSAC. The monitoring assistant in the field will monitor the assessment process to ensure transparency and accuracy. The monitoring person will observe the assessment process and will record her/his observation to report to the HDDO monitoring section.

Details of the selected households will be entered into the database that will be shared with the UNOCHA regional office and the FSAC for checking and approval. Once the list of the selected households is approved, HDDO will go to the next step to distribute the food items.

#### Activity 1.1.4

##### Standard Activity : Provision of life saving food assistance to IPC Phase 3 and 4 vulnerable people

#### Activity 1.1.4

##### Distribution of Food Items

Distribution tokens will be prepared for all the selected households reflecting their details. All the selected project participants will be required to provide their original NID (Tazkera) during the distribution. Distribution lists will be prepared and all the project participants who receive the assistance will be required to put fingerprints on the tokens and the distribution lists.

The food items will be procured and prepared in proper packages. HDDO will define distribution sites in close coordination with the communities. We will make sure that the sites will be secured, easy to access, and with proper facilities and protection measures. Upon the defining of the distribution sites, a distribution plan will be devised and shared with the UNOCHA regional office and the FSAC.

The food items will be distributed in three rounds; each round will include food items to cover 75% of the households' food needs for two months. Package per each month will contain the following items:

1. 75 KGs of Wheat Flour
2. 6 Liters of Vegetable Oil
3. 6 KGs of Pulses
4. 0.75 KG of Salt

The food packages are defined as per the FSAC's latest Guidelines on Response Packages published in August 2022.

Standard RCCE and drought messages will be provide to the project participants during the distribution of the food items. The RCCE messages will be the ones as recommended by the RCCE Working Group.

#### Activity 1.1.5

**Standard Activity : Customized Activity****Activity 1.1.5****Monitoring and reporting**

The monitoring staff of the organization will conduct periodic and regular monitoring of the project activities to ensure transparency, accountability, and alignment with the project proposal, donor requirements, and the HDDO's policies and values. One monitoring assistant will be hired in the target location of the project to conduct regular monitoring of the activities on daily basis. She/he will record the observations to report to the monitoring section of the HDDO.

In addition, the management team of the HDDO will conduct three field visits to monitor the ongoing activities. The team will consist of three persons from the management, monitoring, and finance departments of the organization. The team will check and monitor all activities and relevant documentations. Findings will be recorded in proper reports, and suggested amendments and mitigation measures will be provided to the project team to bring positive changes to the methodologies of implementation.

The monitoring section of the organization will identify and collect success stories that will be reported in the monitoring report of the project.

HDDO will provide weekly updates to UNOCHA regional office and FSAC; monthly progress reports will be provided on the Report-Hub; interim and final financial and progress reports will be provided through the GMS. HDDO will adhere to all reporting requirements of the donor and the local authorities.

**Post Distribution Monitoring**

HDDO will conduct Post Distribution Monitoring at the end of the project to assess the results and impacts of the assistance. This will be done through assessing 10% of the total selected households by proper questionnaires that will be developed by the HDDO and approved by the FSAC. The PDM questionnaire will include questions as required by the FSAC in terms of food security, transparency of assessment and distribution, type and quality of assistance, and RCCE questions to assess the level of awareness. The findings of the PDM will be recorded in a proper database and report will be prepared to share with the donor accordingly.

**Activity 1.1.6****Standard Activity : Customized Activity****Activity 1.1.6****Post Distribution Monitoring**

Once the distribution is completed, HDDO will conduct a Post Distribution Monitoring covering 10% of the total project participants as the sample. The Post Distribution Monitoring will include data collecting questions in terms of food assistance, household selection process, accountability to affected populations, food security, the quality of distributed food items, and RCCE. The RCCE questions will be the ones shared by the RCCE working group.

The report and findings will be shared with the final report of the project.

**Additional Targets :****M & R****Monitoring & Reporting plan**

HDDO will initiate monitoring of the project along with the initiation of project activities. The M&E staff of the organization will regularly monitor activities in terms of transparency, accountability, and alignment with the project agreement, the logical framework, and the requirements of the donor.

An M&E assistant will be hired in the project staff members specifically for this project to monitor the activities on a regular basis. The assistant will work specifically for this project and will liaise with the communities on a daily basis to collect data, feedback, suggestions, and record findings. She/he will report to the M&E officer on a daily, weekly, and monthly basis. Implementation methods and plans will be revised based on the M&E findings. The M&E staff will monitor the distribution process to make sure that only the eligible and selected project participant will receive the assistance.

The organization will do the monitoring of the project using the tools as defined by the organization, or as required by the donor. The monitoring staff will be present in all stages of the project activities, from project initiation to project closure stage. Different types of data collection will be practiced such as individual interviews, data collection through mobile phone calls, and etc. Success stories will be identified and collected by the monitoring staff that will be reported along with the final report of the project.

After the completion of the distribution of food items, a post distribution monitoring will be conducted to assess the results of the distribution on terms of accountability, transparency, quality of food items and services, distribution process and sites, food consumption scoring, and RCCE awareness. 10% of the total project participants will covered in post distribution monitoring that will be a sample size of the total project participants.

The email and contact numbers of the complaint staff of the organization and the AWAAZ Afghanistan will be shared with the communities. The communities will be made aware that they have the rights to register complaints and feedback. The local figures will be encouraged by the organization to collect and report complaints and feedback of the community members with the HDDO.

The organization will cooperate with the Third Party Monitoring visits as conducted by the donor. The provincial teams will provide full support and cooperation to the visiting third party teams when required.

HDDO will obey all reporting requirements of the AHF, UNOCHA, and the relevant clusters. Weekly progress reports and updates will be shared with the UNOCHA regional office and the FSAC. Monthly project reports will be provided to the FSAC through the Report Hub, and interim and final reports will be submitted on the GMS. The organization will report any major findings and issues to the FSAC, AHF, and the UNOCHA. Monitoring reports will be submitted along with the project progress reports.

Workplan													
Activitydescription	Year	1	2	3	4	5	6	7	8	9	10	11	12
<p>Activity 1.1.1: Activity 1.1.1 Coordinate the Project with the Relevant Stakeholders</p> <p>HDDO will officially register the project with the Ministry of Economy to obtain introduction letters. The project will be coordinated with the local government institutions in Zabul province.</p> <p>The project and activities will be coordinated with the regional FSAC and UNOCHA focal points and offices; coordination will also be done with the NGOs and INGOs to avoid duplication of assistance. HDDO will implement all activities in close coordination with the FSAC and UNOCHA.</p> <p>Recruitment of required project staff members The required staff for the project will be recruited through a proper recruitment process. All the recruited staff members will be oriented on the project components, HDDO complaint system, data protection, RCCE, and other related topics.</p>	2023	X											
<p>Activity 1.1.2: Activity 1.1.2 Community Mobilization</p> <p>HDDO will conduct community mobilization to inform the target communities about the project activities, type of assistance, the target locations, eligibility criteria for project participant selection, Accountability to Affected Population, coordination, selection process, and implementation plans. The communities will be made aware of the HDDO's Complaint Response System and AWAAZ Afghanistan.</p> <p>During this stage, HDDO will identify the eligible households with the cooperation of the village heads, community leaders, religious scholars, and community representatives. The draft list of the eligible households will be prepared to use for house to house survey.</p> <p>The communities will be provided with information on COVID-19, standard drought messages, and other messages as suggested by the donor or other stakeholders. Printed materials will be distributed for the communities to increase awareness and knowledge. The printed materials include brochures and posters. The posters will be installed in different locations considering visibility.</p>	2023	X	X	X	X	X	X	X	X				
<p>Activity 1.1.3: Activity 1.1.3 House to House Assessment</p> <p>The target households are identified during the community mobilization stage. HDDO will conduct a house to house assessment to select the most vulnerable and affected households with urgent need of food assistance for this project. The selection will be done as per the selection criteria defined by the FSAC. Copies of the assessed project participants NIDs will be attached to the assessment form.</p> <p>The assessment will be done through a paper-based system or any other mediums as suggested by the FSAC. The monitoring assistant in the field will monitor the assessment process to ensure transparency and accuracy. The monitoring person will observe the assessment process and will record her/his observation to report to the HDDO monitoring section.</p> <p>Details of the selected households will be entered into the database that will be shared with the UNOCHA regional office and the FSAC for checking and approval. Once the list of the selected households is approved, HDDO will go to the next step to distribute the food items.</p>	2023	X	X										

<p>Activity 1.1.4: Activity 1.1.4 Distribution of Food Items</p> <p>Distribution tokens will be prepared for all the selected households reflecting their details. All the selected project participants will be required to provide their original NID (Tazkera) during the distribution. Distribution lists will be prepared and all the project participants who receive the assistance will be required to put fingerprints on the tokens and the distribution lists.</p> <p>The food items will be procured and prepared in proper packages. HDDO will define distribution sites in close coordination with the communities. We will make sure that the sites will be secured, easy to access, and with proper facilities and protection measures. Upon the defining of the distribution sites, a distribution plan will be devised and shared with the UNOCHA regional office and the FSAC.</p> <p>The food items will be distributed in three rounds; each round will include food items to cover 75% of the households' food needs for two months. Package per each month will contain the following items:</p> <ol style="list-style-type: none"> <li>1. 75 KGs of Wheat Flour</li> <li>2. 6 Liters of Vegetable Oil</li> <li>3. 6 KGs of Pulses</li> <li>4. 0.75 KG of Salt</li> </ol> <p>The food packages are defined as per the FSAC's latest Guidelines on Response Packages published in August 2022.</p> <p>Standard RCCE and drought messages will be provide to the project participants during the distribution of the food items. The RCCE messages will be the ones as recommended by the RCCE Working Group.</p>	2023	X		X		X									
<p>Activity 1.1.5: Activity 1.1.5 Monitoring and reporting</p> <p>The monitoring staff of the organization will conduct periodic and regular monitoring of the project activities to ensure transparency, accountability, and alignment with the project proposal, donor requirements, and the HDDO's policies and values. One monitoring assistant will be hired in the target location of the project to conduct regular monitoring of the activities on daily basis. She/he will record the observations to report to the monitoring section of the HDDO.</p> <p>In addition, the management team of the HDDO will conduct three field visits to monitor the ongoing activities. The team will consist of three persons from the management, monitoring, and finance departments of the organization. The team will check and monitor all activities and relevant documentations. Findings will be recorded in proper reports, and suggested amendments and mitigation measures will be provided to the project team to bring positive changes to the methodologies of implementation.</p> <p>The monitoring section of the organization will identify and collect success stories that will be reported in the monitoring report of the project.</p> <p>HDDO will provide weekly updates to UNOCHA regional office and FSAC; monthly progress reports will be provided on the Report-Hub; interim and final financial and progress reports will be provided through the GMS. HDDO will adhere to all reporting requirements of the donor and the local authorities.</p> <p>Post Distribution Monitoring HDDO will conduct Post Distribution Monitoring at the end of the project to assess the results and impacts of the assistance. This will be done through assessing 10% of the total selected households by proper questionnaires that will be developed by the HDDO and approved by the FSAC. The PDM questionnaire will include questions as required by the FSAC in terms of food security, transparency of assessment and distribution, type and quality of assistance, and RCCE questions to assess the level of awareness. The findings of the PDM will be recorded in a proper database and report will be prepared to share with the donor accordingly.</p>	2023	X	X	X	X	X	X	X	X						
<p>Activity 1.1.6: Activity 1.1.6 Post Distribution Monitoring</p> <p>Once the distribution is completed, HDDO will conduct a Post Distribution Monitoring covering 10% of the total project participants as the sample. The Post Distribution Monitoring will include data collecting questions in terms of food assistance, household selection process, accountability to affected populations, food security, the quality of distributed food items, and RCCE. The RCCE questions will be the ones shared by the RCCE working group.</p> <p>The report and findings will be shared with the final report of the project.</p>	2023								X						



## OTHER INFO

### Accountability to Affected Populations

It is one of the HDDO's top priorities to consider AAP in all its activities. Information about the project will be shared with all project stakeholders (especially the target communities) in the community mobilization gatherings and meetings, the house-to-house survey, field visits through verbal and printed AAP materials. The female staffs will provide information and disseminate the printed AAP materials to the women in target locations. HDDO will use local and easy-to-understand language for information dissemination and printing of materials.

The complaint response system (CRS) of the organization and AWAAZ Afghanistan will also be introduced to the target populations, and they will be encouraged to register their complaints and feedbacks. The communities, especially women, will be ensured that the complaint response system is safe and accessible, and data protection will be considered as the identity and complaint of the registering person will be shared with no one other than the organization's involved monitoring persons. A female staff will be dedicated for the females to register their complaints and feedbacks, and female project stakeholders will be made aware of it. The contact numbers of the HDDO's complaint assistants and AWAAZ Afghanistan's number will be shared with all the project participants and stakeholders through printed materials. A help desk will be installed in the distribution sites to provide info and guidance to project participants and record feedbacks and complaints.

HDDO will engage the target communities in project planning and implementation to ensure the alignment of the project to the local contexts, demands, and acceptability. The project plans and methods will be shared with the communities and they will be allowed to share feedbacks and suggestions; plans will be amended based on the received feedbacks. This will be done during the community mobilization phase where HDDO will invite community leaders, elders, religious scholars, and representatives to discuss the project, assign roles and responsibilities to them to ensure their meaningful participation and contribution. In addition, the participation of women will be discussed and ensured with the local figures in the target locations.

The organization has proper CRS that will allow the project participants to register their complaints and feedbacks in a safe manner. All the complaints are recorded in a proper database, including the SEA cases, and will be resolved on timely and safe manner by the M&E section and engagement of top management. Complaints are followed up to make sure that they have been addressed. We will refer to our PSEA policy to resolve SEA cases. Complicated SEA cases will be coordinated with the PSEA TF for support.

The monitoring activities, including the PDM, will collect data on project participants' satisfaction, complaints, suggestions, and feedbacks. The M&E assistant in field will engage with target communities on regular basis that will contribute to collection of feedbacks and complaints as well. Project participants' data will be kept confidential; HDDO will share data with no parties other than the donor. The orientation sessions for the project staffs will include topics on RCCE, Complaint Response Mechanism, PSEA, and Data Protection. Staff will be oriented that they are accountable to the communities and target project population; they will be required to respond to the queries and issues of the project participants in close coordination of the HDDO's main office.

HDDO will also develop/implement standard operating procedures that designate roles and responsibilities to staff involved in implementation of distribution processes. The HDDO code of conduct and policies will be used as reference to address complaints and take actions. The organization will obey all humanitarian commitments and principles, including the Do No Harm; will adhere to all requirements by the AHF, UNOCHA, and FSAC.

### Implementation Plan

### Coordination with other Organizations in project area

Name of the organization	Areas/activities of collaboration and rationale
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### Environment Marker Of The Project

### Gender Marker Of The Project

3- Likely to contribute to gender equality, but without attention to age groups

### Justify Chosen Gender Marker Code

### Protection Mainstreaming

HDDO ensures the safety and dignity of project staffs, participants, and stakeholders in all its activities. The project participants will not be required to travel to any locations for assessment purpose; the HDDO assessment team will visit them in their respective villages, giving priority to females and persons with disabilities.

The project participants will be made aware of their rights in different stages of the project; from community mobilization to the distribution of food items. Project participants' data will be protected and will be shared with no parties other than the AHF, OCHA, and the clusters. Sharing project participants' data with unauthorized parties will put them in risks such as theft, personal safety, and unsolicited demands.

During the community mobilization stage, HDDO will make sure that females will benefit from the project equally as males. This will be done through gatherings and meetings with the local leaders and village heads in order to convince them allow the participation of females in project activities. All the barriers, threats, and risks in the way of the participation of females will be discussed and mitigation measures will be defined to avoid risks and challenges. HDDO will also negotiate with the local authorities in this regard.

Female staffs will be hired to make sure that the females in the target communities will feel safe and the local communities will endorse their participation to benefit from the project. The female staff members will liaise with the female project participants on a regular basis to collect data about their specific needs, issues, and challenges to take actions accordingly. The organization will make sure that there are no issues or challenges for the female participants in terms of receiving the food assistance.

The distribution sites will be selected considering proper protection measures such as non-government premises, minimal distances, separate and appropriate areas for females and males. The HDDO staffs will prioritize females, PWDs, and persons with specific needs to receive the assistance and avoid waiting. This will be done in close coordination with the target communities and community representatives.

Awareness about the COVID-19 will be shared with the communities to enhance their knowledge about the symptoms and preventative measures to protect themselves and family members from the virus. The information will include standard messages as shared by the RCCE Working Group. The post distribution monitoring will include standard RCCE questions as shared by the RCCE Working Group to assess the level of awareness.

The M&E staff of the organization will regularly monitor the project activities to make sure that the protection measures are put in place to ensure safety and dignity of all project stakeholders.

HDDO has proper SEA policy and will not tolerate SEA cases. All the staffs will be oriented on PSEA, and the M&E staffs will identify and register SEA cases to follow up and resolve accordingly. HDDO will seek the assistance and consultation with the PSEA Task Force when needed.

HDDO respects local contexts and cultures, and will require all its staff members to consider local cultures, contexts, Sharia Law, and dress code to avoid issues and challenges.

#### **Country Specific Information**

#### **Safety and Security**

#### **Access**

The security situation is stable all over the country, including the target province (Zabul). Following are some risks that are identified in terms of access.

- The roads will be blocked due to snowfalls in the winter season
- Mobile phones and internet will not work in some areas of the target district
- The local influential figures will make demands to include the persons of their interest for the assistance

HDDO will approach the communities with appropriate coordination and will engage the communities in project implementation. The organization has the experience of implementing projects from several donors in different provinces of Afghanistan. We will establish good relationships with the target communities and the local authorities to ensure a proper implementation and accessibility.

The organization will discuss the selection and eligibility criteria in details with the communities. The communities will be sensitized on project activities, target locations, eligibility and selection criteria, the type of assistance, the project start and end date, RCCE, AAP, and HDDO Complaint Response System. The organization has previous experience of working with the communities and will adopt best practices and lessons learned from previous interventions and activities.

HDDO will adhere to all humanitarian commitments and JOPs, and will develop implementation and approach plans based on the local contexts and demands. Priority will be given to the local applicants for project staff recruitment. This will further contribute to local acceptance and accessibility.

Local communities will be engaged in project activities and the plans will be devised based on the local contexts and cultures to promote access. The project will be coordinated with the local authorities, and regular updates and reports will be shared with the concerned parties. We will seek the assistance and cooperation of the influential figures, religious scholars, and village heads to ensure and maintain acceptance.

In terms of unsolicited demands, HDDO will not fulfill any illegal and unauthorized demands. The assistance will be provided to the deserving, vulnerable, and affected families in urgent need of food assistance only. The organization will conduct face-to-face meetings with the demanding parties to explain the eligibility and selection criteria and the humanitarian principles to avoid unsolicited demands.

HDDO will seek the assistance and cooperation of the AHF, OCHA, and the relevant clusters to address the issues that could not be solved by the organization solely.

**BUDGET**

Code	Budget Line Description	D / S	Quantity	Unit cost	Duration Recurrence	% charged to CHF	Total Cost
<b>1. Staff and Other Personnel Costs</b>							
1.1	Executive Director	S	1	3,600.00	8	20.00	5,760.00
	<p><i>Duty Station:</i> HDDO Main Office in Kabul</p> <p><i>Job Description:</i> The HDDO director will work on this project's activities such as providing management oversight, conducting regular meetings with the managers and technical staff to discuss progress and find solutions for any issues, providing general oversight to the managers, engaging in PSEA and CFM complaints and feedback; will attend donor meetings in center and field when required, communication with donor and related stakeholders including de-facto governmental authorities and authorities.</p> <p><i>Percentage charged to this project:</i> The Executive Director will dedicate 20% of his time for this project and will receive 720 USD on monthly from the budget of this project.</p> <p><i>Salary Scale:</i> NTA Salary Scale, Grade A Step 5 Exchange Rate: 1 USD = 88 AFN</p> <p><i>Total Gross Salary:</i> USD 3600 is the monthly gross salary of the Executive Director. Salary taxes will be deducted. (Taxes = 593.86\$, Net Salary = 3006.14\$).</p>						
1.2	Deputy Director	S	1	2,900.00	8	20.00	4,640.00
	<p><i>Duty Station:</i> HDDO Main Office in Kabul</p> <p><i>Job Description:</i> The HDDO deputy director will work on this project's activities such as providing management oversight, conducting regular meetings with the managers to discuss progress and find solutions for issues, providing supervision to the managers, engaging in PSEA and CFM complaints and feedback; will attend donor meetings in center and field when required, communication with donor and related stakeholders including de-facto governmental institutions and authorities.</p> <p><i>Percentage charged to this project:</i> The Deputy Director will dedicate 20% of her time for this this project and will receive 580 USD monthly from the budget of this project.</p> <p><i>Salary Scale:</i> NTA Salary Scale, Grade B, Step 5 Exchange Rate: 1 USD = 88 AFN</p> <p><i>Total Gross Salary:</i> USD 2900 is the monthly gross salary of the Deputy Director. Salary taxes will be deducted. (Taxes = 453.86\$, Net Salary = 2446.14\$)</p>						
1.3	Program Manager	S	1	2,400.00	8	20.00	3,840.00
	<p><i>Duty Station:</i> HDDO Main Office in Kabul</p> <p><i>Job Description:</i> The HDDO program manager will work on this project's activities such as providing support and advise to the project manager, checking and approving progress and project reports, communicating with the donor, participating in donor meetings to represent the HDDO, providing oversight to the overall project, ensuring that the activities of the project are aligned to the project goals and the requirement of the project and the donor, ensuring compliance to humanitarian principles, engaging in conflict and problem solutions and mitigations, and pay visits to the target field when needed and planned.</p> <p><i>Percentage charged to this project:</i> The Program Manager will dedicate 20% of her time for this this project and will receive 480 USD monthly from the budget of this project.</p> <p><i>Salary Scale:</i> NTA Salary Scale, Grade A, Step 2 Exchange Rate: 1 USD = 88 AFN</p> <p><i>Total Gross Salary:</i> USD 2400 is the monthly gross salary of the Program Manager. Salary taxes will be deducted. (Taxes = 353.86\$, Net Salary = 2046.14\$)</p>						
1.4	Operation Manager	S	1	2,000.00	8	20.00	3,200.00

	<p><b>Duty Station:</b> HDDO Main Office in Kabul</p> <p><b>Job Description:</b> The HDDO Operation Manager will work on this project's activities such as providing overall operational support and advise to the project manager, finance manager, communication, and field staff, checking and approving purchases, managing stocks and inventories, providing supervision to the store staffs, preparing payrolls, managing attendance and records, etc.</p> <p><b>Percentage charged to this project:</b> The Operation Manager will dedicate 20% of her time for this this project and will receive 400 USD monthly from the budget of this project.</p> <p><b>Salary Scale:</b> NTA Salary Scale, Grade A, Step 1 Exchange Rate: 1 USD = 88 AFN</p> <p><b>Total Gross Salary:</b> USD 2000 is the monthly gross salary of the Operation Manager. Salary taxes will be deducted. (Taxes = 273.86\$, Net Salary = 1726.14\$)</p>						
1.5	Finance Manager	S	1	2,400.00	8	20.00	3,840.00
	<p><b>Duty Station:</b> HDDO Main Office in Kabul</p> <p><b>Job Description:</b> The HDDO finance manager will work on this project's activities such as preparing financial reports, checking and approving bank reconciliations, checking and approving cashbooks, checking and approving costs against budget, ensuring compliance to the donor and HDDO financial policies, provide direct supervision to the officers and assistants, conduct orientation to the officers and assistants when needed, communication with donor and related stakeholders.</p> <p><b>Percentage charged to this project:</b> The Finance Manager will dedicate 20% of her time for this this project and will receive 480 USD monthly from the budget of this project.</p> <p><b>Salary Scale:</b> NTA Salary Scale, Grade A, Step 2 Exchange Rate: 1 USD = 88 AFN</p> <p><b>Total Gross Salary:</b> USD 2400 is the monthly gross salary of the Finance Manager. Salary taxes will be deducted. (Taxes = 353.86\$, Net Salary = 2046.14\$)</p>						
1.6	Gender Officer	S	1	1,500.00	8	20.00	2,400.00
	<p><b>Duty Station:</b> HDDO Main Office in Kabul</p> <p><b>Job Description:</b> The HDDO gender officer will work on this project's activities such as coordinating closely with the project and program staff , attend all the coordination meetings and workshops, Support Project Manager and director in all the technical issues of the Project, Organize any related meetings and provide presentation, Conduct ad-hock visit to the project site and do close monitoring from the project activities, Preparing detail report from the project activities with the clear findings and recommendations, contribute in the feasibility studies in the related projects from the gender prospective, being a key point of contact for female field staff and main office in regard to gender mainstreaming, and organize gender related training.</p> <p><b>Percentage charged to this project:</b> The Gender Officer will dedicate 20% of her time for this this project and will receive 300 USD monthly from the budget of this project.</p> <p><b>Salary Scale:</b> NTA Salary Scale, Grade B, Step 1 Exchange Rate: 1 USD = 88 AFN</p> <p><b>Total Gross Salary:</b> USD 1500 is the monthly gross salary of the Gender Officer. Salary taxes will be deducted. (Taxes = 173.86\$, Net Salary = 1326.14\$)</p>						
1.7	M&E Officer	S	1	1,500.00	8	20.00	2,400.00

	<p><b>Duty Station:</b> HDDO Main Office in Kabul</p> <p><b>Job Description:</b> The HDDO Senior M&amp;E officer will dedicate 20% of her/his time for this project's activities such as carrying out all the M&amp;E tasks, managing the CFM mechanisms, working on resolving and addressing feedbacks and complaints, monitoring and evaluating the project activities, ensuring that the activities are aligned with the project proposal and that the targets will be achieved as per the defined logical framework and the indicators, conducting the PDM, regular field visits for monitoring and evaluation purposes, providing support to the field M&amp;E assistants, managing PSEA and GBV issues and challenges.</p> <p><b>Percentage charged to this project:</b> The M&amp;E Officer will dedicate 20% of her time for this this project and will receive 300 USD monthly from the budget of this project.</p> <p><b>Salary Scale:</b> NTA Salary Scale, Grade B, Step 1 Exchange Rate: 1 USD = 88 AFN</p> <p><b>Total Gross Salary:</b> USD 1500 is the monthly gross salary of the M&amp;E Officer. Salary taxes will be deducted. (Taxes = 173.86\$, Net Salary = 1326.14\$)</p>						
1.8	Admin & HR Officer	S	1	1,500.00	8	20.00	2,400.00
	<p><b>Duty Station:</b> HDDO Main Office in Kabul</p> <p><b>Job Description:</b> The HDDO Admin and HR officer will work on this project's activities such as carrying the recruitment processes, managing attendance sheets, preparing the payrolls, ensuring salary and benefit payments to the project and main office project staffs, assisting the manager with performance evaluations, managing project staff issues, managing time sheets for the project staffs, providing support to the field assistants.</p> <p><b>Percentage charged to this project:</b> The Admin and HR Officer will dedicate 20% of her time for this this project and will receive 300 USD monthly from the budget of this project.</p> <p><b>Salary Scale:</b> NTA Salary Scale, Grade B, Step 1 Exchange Rate: 1 USD = 88 AFN</p> <p><b>Total Gross Salary:</b> USD 1500 is the monthly gross salary of the Admin and HR Officer. Salary taxes will be deducted. (Taxes = 173.86\$, Net Salary = 1326.14\$)</p>						
1.9	Service Staffs (Guard & Cleaner)	S	3	200.00	8	20.00	960.00
	<p><b>Duty Station:</b> HDDO Main Office in Kabul</p> <p><b>Job Description:</b> Two guards and one cleaner are in the HDDO main office.</p> <p>The guards work on the security matters such as guarding the premises of the office, checking the persons coming into the office building, opening and closing the door, registering the incoming persons in the log book, etc.</p> <p>The cleaner works on cleaning the office premises, providing services to the staffs, preparing tea and refreshment, cleaning and washing dishes, cleaning office rooms, etc.</p> <p><b>Percentage charged to this project:</b> The Service Staff will dedicate 20% of their time for this this project and will receive 40 USD monthly from the budget of this project.</p> <p><b>Salary Scale:</b> NTA Salary Scale, Grade H, Step 5 Exchange Rate: 1 USD = 88 AFN</p> <p><b>Total Gross Salary:</b> USD 200 is the monthly gross salary of the Service Staff. Salary taxes will be deducted. (Taxes = 7.5\$, Net Salary = 192.5\$)</p>						
1.10	Project Manager	D	1	2,000.00	8	100.00	16,000.00

	<p><b>Duty Station:</b> HDDO Provincial Office in Zabul</p> <p><b>Job Description:</b> The Project Manager will be responsible for all activities of this project such as preparing the project planning, developing monthly, quarterly reports, ensuring noticeable relationship with donor program team, controlling and managing the project staff, risk management for the project, documenting of the project activities, keeping effective relationship with project stakeholders including department of economy, clusters and local de-facto government, carry out activities as per the work plan, supervise the whole staff members of the project.</p> <p><b>Percentage charged to this project:</b> The Project Manager will dedicate 100% of her/his time for this this project and will receive 2000 USD monthly from the budget of this project.</p> <p><b>Salary Scale:</b> NTA Salary Scale, Grade A, Step 1 Exchange Rate: 1 USD = 88 AFN</p> <p><b>Total Gross Salary:</b> USD 2000 is the monthly gross salary of the Project Manager. Salary taxes will be deducted. (Taxes = 273.86\$, Net Salary = 1726.14\$)</p>						
1.11	Data Collector / Mobilizer	D	2	450.00	7	100.00	6,300.00
	<p><b>Duty Station:</b> HDDO Project Office in Zabul</p> <p><b>Job Description:</b> 2 community mobilizers will be hired for this in the target province of the project to carry out tasks such as community mobilization, sensitizing the community about the project activities, target groups, selection criteria, promote awareness about the project, conduct community mobilization meetings and gatherings, engage with the community representatives and de-facto government institution representatives, engage with the communities, gather suggestions and thoughts towards activities to incorporate in the planning, house-to-house assessment, etc.</p> <p><b>Percentage charged to this project:</b> The Community Mobilizers will dedicate 100% of their time for this this project and will receive 450 USD monthly from the budget of this project.</p> <p><b>Salary Scale:</b> NTA Salary Scale, Grade D, Step 1 Exchange Rate: 1 USD = 88 AFN</p> <p><b>Total Gross Salary:</b> USD 450 is the monthly gross salary of the Community Mobilizers. Salary taxes will be deducted. (Taxes = 32.5\$, Net Salary = 417.5\$)</p>						
1.12	Assessor / Distributor	D	2	450.00	7	100.00	6,300.00
	<p><b>Duty Station:</b> HDDO Project Office in Zabul</p> <p><b>Job Description:</b> 2 Assessors/distributors will be hired for this project to carry out tasks such as data collection, assisting with surveys, filling survey forms, compiling and managing survey forms, ensuring that the survey is done as per the selection criteria, promote awareness on RCCE and AAP and CFM of HDDO among the communities, distribute the In-kind food items/packages during the distribution, and assisting the households to receive their assistance packages.</p> <p><b>Percentage charged to this project:</b> The Assessors / Distributors will dedicate 100% of their time for this this project and will receive 450 USD monthly from the budget of this project.</p> <p><b>Salary Scale:</b> NTA Salary Scale, Grade D, Step 1 Exchange Rate: 1 USD = 88 AFN</p> <p><b>Total Gross Salary:</b> USD 450 is the monthly gross salary of the Assessors / Distributors. Salary taxes will be deducted. (Taxes = 32.5\$, Net Salary = 417.5\$)</p>						
1.13	Finance and Administrative Assistant	D	1	450.00	8	100.00	3,600.00

	<p><b>Duty Station:</b> HDDO Project Office in Zabul</p> <p><b>Job Description:</b> One admin and finance assistant will be hired for this project in the target province to carry out tasks such as administrative tasks, preparing and sharing cashbooks with the finance team in Kabul main office of HDDO, managing cash and costs in the field, carry out purchases for the field office, prepare and share financial supporting documents, controlling attendance records, doing payments to the field staff of their entitlements and benefits, and etc.</p> <p><b>Percentage charged to this project:</b> The Admin and Finance Assistant will dedicate 100% of her/his time for this this project and will receive 450 USD monthly from the budget of this project.</p> <p><b>Salary Scale:</b> NTA Salary Scale, Grade D, Step 1 Exchange Rate: 1 USD = 88 AFN</p> <p><b>Total Gross Salary:</b> USD 450 is the monthly gross salary of the Admin and Finance Assistant. Salary taxes will be deducted. (Taxes = 32.5\$, Net Salary = 417.5\$)</p>						
1.14	M&E Assistant	D	1	450.00	7	100.00	3,150.00
	<p><b>Duty Station:</b> HDDO Provincial Office in Zabul</p> <p><b>Job Description:</b> One M&amp;E Assistant will be hired for this project in the target province to carry out tasks such as daily monitoring and evaluation of the activities, implementing M&amp;E plans as shared by the M&amp;E officer, assist with collecting complaints and feedbacks to share with the respective officers, identify and find challenges and issues in the project activities to report to the respective officers, assist with ensuring that the activities of the project are going as per the plans and that the targets will be achieved, assist with ensuring adherence to all principles and policies of the HDDO and the donor. This employee will pay regular visits on a daily basis to the target districts for monitoring purposes.</p> <p><b>Percentage charged to this project:</b> The M&amp;E Assistant will dedicate 100% of her/his time for this this project and will receive 450 USD monthly from the budget of this project.</p> <p><b>Salary Scale:</b> NTA Salary Scale, Grade D, Step 1 Exchange Rate: 1 USD = 88 AFN</p> <p><b>Total Gross Salary:</b> USD 450 is the monthly gross salary of the M&amp;E Assistant. Salary taxes will be deducted. (Taxes = 32.5\$, Net Salary = 417.5\$)</p>						
1.15	Data Entry Assistant	D	1	450.00	7	100.00	3,150.00
	<p><b>Duty Station:</b> HDDO Provincial Office in Zabul</p> <p><b>Job Description:</b> The data entry assistant will be hired specifically for this project to carry out tasks such as entering the information of the assessed households in the relevant database, manage the database, properly code and compile the assessment forms, organize beneficiary information in the database, prepare distribution tokens for the selected beneficiaries, record the distribution rounds for each household in the relevant database for each round, etc.</p> <p><b>Percentage charged to this project:</b> The Data Entry Assistant will dedicate 100% of her/his time for this this project and will receive 450 USD monthly from the budget of this project.</p> <p><b>Salary Scale:</b> NTA Salary Scale, Grade D, Step 1 Exchange Rate: 1 USD = 88 AFN</p> <p><b>Total Gross Salary:</b> USD 450 is the monthly gross salary of the Data Entry Assistant. Salary taxes will be deducted. (Taxes = 32.5\$, Net Salary = 417.5\$)</p>						
1.16	Service Staff (Guard and Cleaner - Zabul)	D	2	200.00	8	100.00	3,200.00

	<p><i>Duty Station:</i> HDDO Provincial office in Zabul</p> <p><i>Job Description:</i> 2 Service staff (one guard and one cleaner) will be hired in the Zabul project office to carry out the tasks such as watching and guarding the field office, cleaning the office premises, preparing and presenting tea, water and refreshment to the field staffs and guests, washing and cleaning dishes and the kitchen.</p> <p><i>Percentage charged to this project:</i> The Service Staff will dedicate 100% of their time for this project and will receive 200 USD monthly from the budget of this project.</p> <p><i>Salary Scale:</i> NTA Salary Scale, Grade H, Step 5 Exchange Rate: 1 USD = 88 AFN</p> <p><i>Total Gross Salary:</i> USD 200 is the monthly gross salary of the Service Staff. Salary taxes will be deducted. (Taxes = 7.5\$, Net Salary = 192.5\$)</p>						
1.17	Warehouse Guards	D	4	200.00	6	100.00	4,800.00
	<p><i>Duty Station:</i> HDDO Provincial office in Zabul</p> <p><i>Job Description:</i> 4 guards will be hired for warehouse in rented for this project in Zabul province to carry out the tasks such as watching and guarding the warehouse, cleaning the premises.</p> <p><i>Percentage charged to this project:</i> The Guards will dedicate 100% of their time for this project and will receive 200 USD monthly from the budget of this project.</p> <p><i>Salary Scale:</i> NTA Salary Scale, Grade H, Step 5 Exchange Rate: 1 USD = 88 AFN</p> <p><i>Total Gross Salary:</i> USD 200 is the monthly gross salary of the Guards. Salary taxes will be deducted. (Taxes = 7.5\$, Net Salary = 192.5\$)</p>						
1.18	Cost of Orientation of Project Staff	S	1	177.00	1	100.00	177.00
	<p>The project staff members will be oriented on the project activities, objectives, logical framework, beneficiary selection criteria, community mobilization, house-to-house survey, HDDO complaint response system, RCCE, and other related topics.</p> <p>This will be two-day orientation and the costs are calculated as below: 1. Lunch and Refreshment for 12 persons @7 USD x 2 days = 168 USD (Lunch and refreshment will be provided to the orientation participants and three persons from the HDDO management that will conduct the sessions) 2. Stationery for 9 project staff @1 USD x 1 time = 9 USD (Stationery will be provided to the orientation participants)</p> <p>Total cost of the two-day orientation will be 177 USD.</p>						
	Section Total						76,117.00
2. Supplies, Commodities, Materials							
2.1	In-kind Food Items	D	1070	72.00	6	100.00	462,240.00
	<p>Food items will be provided for the selected households to cover six months 75% food basket. 1070 HHs will be supported. The food basket is defined by the FSAC Cluster. Each food package will contain the following items:</p> <p>1. 75 KGs of Wheat Flour 2. 6 Liters of Vegetable Oil 3. 6 KGs of Pulses 4. 0.75 KG of Salt</p> <p>Each selected household will be provided with six packages over six months to cover 75% of food needs. The six months' food items will be distributed in three rounds.</p>						
2.2	Cost of packaging the food items and labeling	D	1070	1.50	3	100.00	4,815.00
	<p>All the food items will be packaged, and each package will be labeled properly. This line covers the costs related to packaging and printing of labels to stick on each package. Packaging and labeling will cost 1.5\$ per package per round of distribution. There will be three rounds of distribution and three rounds of packaging and labeling are needed.</p> <p>Cost Breakdown: Label = (4 labels x 0.125\$ = 0.50\$) Packaging items = (0.70\$) Labour Costs for packaging = (0.30\$)</p>						
2.3	Food Warehouse Rent and Maintenance	D	1	450.00	6	100.00	2,700.00



	In order to store the food packages until the distribution, a building is required. HDDO will rent a building/warehouse in Daychopan district of Zabul province to store the food items for distribution. The three rounds of distribution will take 6 months and the building is required. Monthly rent and maintenance of the warehouse/building will cost @ 450 USD as a large space is needed for storing the food items.						
2.4	Cost of Labor and Transportation of Food packages	D	1070	4.00	3	100.00	12,840.00
	<p>The transportation of food items from the supplier to the warehouse, and from warehouses to distribution points require labor and transportation costs.</p> <p>Transportation and labor costs from supplier to Warehouse: Each package will cost 2 USD for transportation and labor costs from the supplier to the warehouse rented by the HDDO.</p> <p>Transportation and labor costs from warehouse to distribution points: Each package will cost 2 USD for transportation and labor costs from the warehouse to distribution points.</p> <p>There will be three distribution rounds.</p> <p>The cost is defined based on the prices collected from two different supplier companies. HDDO also consulted a transportation company to collect the market prices. The average prices for the transportation of the items were collected as elaborated here.</p>						
2.5	Printing Costs (RCCE and AAP Posters)	S	2000	0.50	1	100.00	1,000.00
	<p>1000 Posters and brochures of COVID-19 and 1000 Posters and brochures of AAP will be printed to distribute and install in the target communities. The AAP posters will include the details of the Complaint Response System of the HDDO along with the contact numbers and emails to make sure that all the target communities will have information about the system to register their feedback and complaints. The COVID-19 posters/brochures will reflect standard messages as shared by the RCCE Working Group and preventative measures to make sure that the communities are aware of the virus and prevention measures to protect them.</p> <p>Printing of each poster/brochure will cost 0.50 USD, and a total of 2000 posters/brochures will be printed and provided.</p>						
2.6	Refreshment for Community Mobilization Gatherings	D	1	150.00	14	100.00	2,100.00
	<p>Two meetings/gatherings will be conducted per month, and there will be 14 meetings/gatherings with the community members, elders, and representatives to discuss issues, implementation plans, and methodologies over the 7 months of implementation in the target fields. The meetings will be conducted at field level where the village heads, community representatives, elders, and religious scholars will be invited to conduct the meeting with them. 50 participants will attend the meetings/gatherings. HDDO will provide refreshment (Tea, Coffee, light snacks, mineral water) to the participants @ 3 USD per person. Total costs per community mobilization meeting/gathering will be 150 USD.</p>						
2.7	Post Distribution Monitoring Costs	D	1	960.50	1	100.00	960.50
	<p>At the end of the project implementation, HDDO will conduct a Post distribution monitoring of the project activities including the distribution, the selection process for transparency, accuracy, and impact of the distributed assistance.</p> <p>The following costs will be done for the Post Distribution Monitoring:</p> <p>1. One Rental Car for 15 days to provide transportation services @500 USD = 500 USD</p> <p>2. Printing of 105 PDM questionnaires @0.10 USD = 10.5 USD</p> <p>3. Per-Diem for the staffs who conduct the PDM @ 15\$ x 2 persons x 15 days = 450 USD</p> <p>Total costs for the Post Distribution Monitoring is 960.5 USD.</p>						
	Section Total						486,655.50
3. Equipment							
3.1	Laptops Computers	S	3	900.00	1	100.00	2,700.00
	<p>Three laptop Computers will be purchased that will be used by the project field staff members to carry out project activities.</p> <p>The laptops will be used for this project, and once the project is completed, HDDO will keep them to use in other projects by the AHF.</p>						
3.2	Printer	S	1	450.00	1	100.00	450.00
	<p>One printer will be purchased for the project field office to be used by the project field staff members to carry out project activities.</p> <p>The Printer will be used for this project, and once the project is completed, HDDO will keep it to use in other projects by the AHF.</p>						
3.3	Project Office Supplies and Equipment	S	1	890.00	1	100.00	890.00
	<p>The following items will be purchased from this budget line to prepare the project field office that will be rented and equipped specifically for this project:</p> <p>1. Work Desks (4 PCs @ 60 USD = 240 USD)</p> <p>2. Chairs (15 PCs @ 30 USD = 450 USD)</p> <p>3. File Cabinet (2 PCs @ 100 USD = 200 USD)</p> <p>The total cost for purchasing the mentioned items is 890 USD.</p>						
3.4	Tablets for Data Collection	S	4	250.00	1	100.00	1,000.00

	4 tablets will be purchased for data collection purposes through the Kobo Collect application. The application will be installed and the field staffs will use the tablets to conduct the house-to-house survey and collect data.						
3.5	Power Generator for project office	S	1	600.00	1	100.00	600.00
	<i>In order to ensure the availability of electricity, HDDO will purchase a power generator with the power of generating at least 3 KWs of power/electricity to facilitate the project staff to carry out the project-related activities. The generator will be used for this project, and once the project is completed, HDDO will keep it to use in other projects by the AHF.</i>  <i>The Generator will cost 600 USD.</i>  <i>The generator is necessary to make sure the field project office will have electricity available to use for charging their laptops, tablets, and mobile phones in order to carry out the project activities properly. Without the availability of electricity, they will not be able to carry out project reporting, planning, and activities properly.</i>						
	Section Total						5,640.00
4. Contractual Services							
4.1	Cost of Rental Cars	S	2	900.00	8	100.00	14,400.00
	<i>HDDO will provide separate vehicles for females and males. Two cars will be rented to provide transportation services for the project field staff members to carry out project activities. The car monthly rent includes the cost of vehicle rent, fuel, oil, maintenance and repairing, and the salary of the driver.</i>  <i>Each car will cost @900 USD on monthly basis.</i>						
	Section Total						14,400.00
5. Travel							
5.1	Field Visit Trips	D	1	930.00	3	100.00	2,790.00
	<i>Three persons from the HDDO main office will conduct field visits of the project site for monitoring purpose. There will be 3 visits during the activity implementation. Cost per trip is calculated as below:</i>  <i>1. Round Trip Costs by air (Kabul - Kandahar - Kabul) @ 120\$ per round trip x 3 persons = 360 USD</i> <i>2. Round Trip Costs by road (Kandahar-Zabul-Kandahar) @ 50\$ per round trip x 3 persons = 150 USD</i> <i>3. Per-Diem @ 20\$ per person x 3 persons x 4 days = 240 USD</i> <i>4. Accommodation @ 20\$ per person x 3 persons x 3 nights = 180 USD</i>  <i>Three persons will pay visits to the field staff for field monitoring purposes. There will be three field visits during the project period.</i>  <i>The traveling employees will stay for a total of 4 days in the field to monitor the activities and will receive per-diem for four days per visit @ 20\$ per day.</i>  <i>The traveling employees will stay for a total of 3 nights in the field during the monitoring visits and will receive 20\$ accommodation per night.</i>  <i>BOQ is uploaded for this budget line.</i>						
	Section Total						2,790.00
6. Transfers and Grants to Counterparts							
NA	NA	NA	0	0.00	0	0	0.00
	NA						
	Section Total						0.00
7. General Operating and Other Direct Costs							
7.1	Main Office Operation Costs (Kabul)	S	1	1,000.00	8	20.00	1,600.00
	<i>HDDO will charge 20% of the Kabul Main Office operation costs to this project. Costs include power bills, heating and cooling, utilities for toilets, etc.</i>						
7.2	Main Office Communication Costs (Kabul)	S	1	800.00	8	20.00	1,280.00
	<i>HDDO will charge 20% of the Kabul Main Office communication costs to this project. Costs include mobile phone credit cards, dedicated internet connection, etc.</i>						
7.3	Main Office Rent	S	1	1,000.00	8	20.00	1,600.00
	<i>HDDO will charge 20% of the Kabul Main Office rent costs to this project.</i>						
7.4	Main Office Transportation Facilities Costs (Kabul)	S	1	1,000.00	8	20.00	1,600.00
	<i>HDDO will charge 20% of the Kabul Main Office Transportation Facilities costs to this project.</i>						

7.5	Project Office Operation Costs (Zabul)	S	1	563.08	8	100.00	4,504.64
	Project Office Operation costs cover generator fuel and oil changes, electricity bills, heating, sanitization items, items for washrooms, mineral water, and other general operating costs.						
7.6	Project Office Rent (Zabul)	S	1	400.00	8	100.00	3,200.00
	Project Office Rent will cover monthly rent costs of the office, maintenance, and repairing costs.						
7.7	Project Office Communication Costs (Zabul)	S	1	150.50	8	100.00	1,204.00
	Project Office Communication costs will cover mobile top-up cards for the project field staffs, breakdown is as below:  Top-up cards: Project Manager @ 30 USD x 1 person = 30 USD per month Community Mobilizers @ 11.5 USD x 2 person = 23 USD per month Assessors/Distributors @ 11.5 USD x 2 person = 23 USD per month Finance/Admin Assistant @ 11.5 USD x 1 person = 11.5 USD per month M&E Assistant @ 17 USD x 1 person = 17 USD per month Data Entry Assistant @ 11.5 USD x 1 person = 11.5 USD per month Service Staff @ 5.75 USD x 2 person = 11.5 USD per month Warehouse Guards @ 5.75 USD x 4 person = 23 USD per month  Total costs equal to 150.5 USD per month.						
7.8	Cost of Bank Service Charges	S	1	81.00	8	100.00	648.00
	The transferring of monthly payrolls through the bank will have charges. The bank charges 3 USD for transferring of each employee's monthly salary. There are total 27 employees under this project.  27 employees @ 3 USD bank charges per month = 81 USD						
	Section Total						15,636.64
SubTotal			5,260.00				601,239.14
Direct							534,945.50
Support							66,293.64
PSC Cost							
PSC Cost Percent							7.00
PSC Amount							42,086.74
Total Cost							643,325.88

Project Locations							
Location	Estimated percentage of budget for each location	Estimated number of beneficiaries for each location					Activity Name
		Men	Women	Boys	Girls	Total	
Zabul > Daychopan	100.00000	0	0	0	0		FSAC: Activity 1.1.1: Activity 1.1.1 Coordinate the Project with th... FSAC: Activity 1.1.2: Activity 1.1.2 Community Mobilization FSAC: Activity 1.1.3: Activity 1.1.3 House to House Assessment ... FSAC: Activity 1.1.4: Activity 1.1.4 Distribution of Food Items FSAC: Activity 1.1.5: Activity 1.1.5 Monitoring and reporting <...

Documents	
Category Name	Document Description
Revision related Documents	Endorsement - AAP.gif

Revision related Documents	Endorsement - FSAC.gif
Revision related Documents	Endorsement - Protection Mainstreaming and GBV.gif
Revision related Documents	Endorsement - PSEA TF.gif
Revision related Documents	Endorsement - RCCE WG.gif
Revision related Documents	Endorsement - HAG.gif
Budget Documents	HDDO - Salary Scale NTA.jpg
Budget Documents	HDDO Project 24106 - Bills of Quantity (BOQs).xlsx
Budget Documents	HDDO Project 24106 - Bills of Quantity (BOQs) - Updated.xlsx