

<b>Requesting Organization :</b>	Empowerment Center for Women		
<b>Allocation Type :</b>	2023 1st 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>	In-Kind Food Assistance for 15,631 Multiple Shocked Affected (IPC 3 & 4) People in Baghlan-e-Markazi, Dahani-e-Ghori and Doshi Districts of Baghlan Province		
<b>Allocation Type Category :</b>			
<b>OPS Details</b>			
<b>Project Code :</b>		<b>Fund Project Code :</b>	CBPF-AFG-23-R-NGO-26026
<b>Cluster :</b>		<b>Project Budget in US\$ :</b>	481,007.39
<b>Planned project duration :</b>	6 Months	<b>Priority:</b>	
<b>Planned Start Date :</b>	05/08/2023	<b>Planned End Date :</b>	04/02/2024
<b>Actual Start Date:</b>	23/08/2023	<b>Actual End Date:</b>	22/02/2024
<b>Project Summary :</b>	<p>This project is planned to provide food assistance to 15,631 multiple shock-affected and vulnerable individuals of 2,233 HHs (805 HHs in Baghlan-e-Markazi, 714 in Dahani-e-Ghori and 714 in Doshi)</p> <p>under IPC phases 3 and 4 in a project duration of six months in Baghlan-e-Markazi, Dahani-e-Ghori, and Doshi of Baghlan Province.</p> <p>Baghlan carries 1,393,152 populations where 25% in IPC3 and 10% in IPC4 in April 2023, and it remains stay in 20% in IPC 3 and 5% in IPC4 in May-Oct 2023. 11% HHs have acceptable food consumption in urban and 6% in rural Baghlan. Baghlan is constantly hit by the protracted drought which has affected people's agriculture, livestock, and livelihoods. More than 70% HHs dependent on livestock and agriculture, and now they suffer from serious food and economic crisis. Food-insecure households from all population groups continued to prioritize food and livelihoods. Food is consistently reported as the main priority need. In the Districts of Baghlan, income loss (driven by economic shocks) has contributed to the rapid deterioration in food insecurity (<a href="https://www.ipcinfo.org/ipc-country-analysis/details-map/en/c/1156351/?iso3=AFG">https://www.ipcinfo.org/ipc-country-analysis/details-map/en/c/1156351/?iso3=AFG</a>) and (ECW Rapid Assessment Finding is attached).</p> <p>Through the proposed project, ECW will provide in-kind food assistance to 2,233 shock-affected HHs (15,631 individuals - based on an average family size of 7) in Baghlani-e-Markazi, Dahani-e-Ghori, and Doshi districts of Baghlan province classified in 'crisis' (IPC Phase 3) and 'emergency' (IPC Phase 4) food insecure. ECW prefers in-kind food distribution as it is prone to fewer risks compared to cash distribution. In addition, access to the food market could be a challenge for households, especially women-headed households, and persons with disabilities. Each family will receive 50% of the standard monthly food basket for four months in two rounds of distribution. Each 50% food basket will cost \$37.5 monthly and \$150 for four months and the food monthly basket will include 50 kg of Wheat Flour, 4 liters of Vegetables Oil, 4 kg Pulses, and 0.5 kg of Salt. ECW will procure the food items by following the standard procedures of AHF and ECW and will store the items in the main Warehouse in Puli Khumri City. As per the distribution schedule, the items will be transported to the distribution sites in the target districts and further distributed among the target beneficiaries. Each round of distribution will be followed by Post Distribution Monitoring to assess the food security situation of the HHs. The data will be recorded and maintained across the two distributions.</p>		

The in-kind food provided will help the families have food for their families during tough situations and improve 50% of their acceptable food consumption scores.

**Direct beneficiaries :**

Men	Women	Boys	Girls	Total
3,253	3,122	4,604	4,652	15,631

**Other Beneficiaries :**

Beneficiary name	Men	Women	Boys	Girls	Total
	935	895	1,200	1,120	4,150
	0	0	0	0	0
	153	172	324	312	961
	2,165	2,055	3,080	3,220	10,520
	0	0	0	0	0

**Indirect Beneficiaries :**

In the indirect beneficiaries, ECW will put its three-tier system of beneficiaries. As per this system, the first tier is the project's direct beneficiaries. the second tier will be the community facilitators and influencers including local elders, District Shuras, religious persons, CDCs, Organizations of persons with disabilities (OPDs), market traders, shopkeepers, laborers and transporters, and the local host community from the target districts. In the third tier, the DORR, DAIL, FSAC Partners, ANDMA, Provincial, and District Authorities.

**Catchment Population:**

**Link with allocation strategy :**

This project is in line with the AHF 1st RA 2023 Strategy and Humanitarian Response Plan Strategic Objective 1: Timely, multisectoral, lifesaving, equitable, and safe assistance is provided to crisis-affected people of all genders and diversities to reduce mortality and morbidity, and 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.

This project is planned based on the FSAC prioritized geographical area/ province where the needs are high and in-kind food response is a priority for the people. It prioritizes life-saving food assistance to the most vulnerable IPC phase 3 and 4 households with a particular focus on women-headed households and persons with disabilities. Food assistance will be provided to vulnerable HHs facing acute food insecurity due to the cumulative impacts of various drivers of food insecurity such as the long-term impact of drought, economic shock, income reduction, and a huge increase in food prices and etc. In addition, this project aligns its food assistance response by adopting the 50% of food basket to reach to large number i.e. 15,631 Multiple Shocked Affected population in the target three districts of Baghlan Province.

ECW adopts all the necessary standards (AAP, Protection Mainstreaming, PSEA, Gender Inclusion and HAG) and AHF Operational Manual 2021 in this project to effectively respond to the need.

**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

**BACKGROUND****1. Humanitarian context analysis****2. Needs assessment**

Afghanistan has over two-thirds of its population needing humanitarian assistance in 2023 (Revised HRP 2023). Afghanistan Acute Food Insecurity Situation (AAFIS) for April 2023 and Projection for May - October 2023 states that 17.2 million Afghans (40%) are experiencing high levels of acute food insecurity, classified in Crisis or Emergency (IPC 3 or 4) in April 2023. Amid May and October 2023, the number of people in IPC 3 is likely to decrease to 15.3 million, including 2.8 million people in IPC4. Baghlan carries 1,393,152 populations where 25% in IPC3 and 10% in IPC4 in April 2023, and it remains stay in 20% in IPC 3 and 5% in IPC4 in May-Oct 2023. 11% HHs have acceptable food consumption in urban and 6% in rural Baghlan. Baghlan is constantly hit by the protracted drought which has affected people's agriculture, livestock, and livelihoods. More than 70% HHs dependent on livestock and agriculture, and now they suffer from serious food and economic crisis. Both the urban and rural districts are hit additionally by the recent floods 2022 and it has exacerbated the needs of people in food. A significant number of IDP families stay in urban districts which put extra pressure on existing jobs and markets, and they couldn't fulfill their food and nutritional need. The food items inflation is high and it puts the majority of the HHs in a food crisis situation. As per ECW's need analysis, host communities and IDPs continued to prioritize food and livelihood as their first need.

**3. Description Of Beneficiaries****4. Grant Request Justification**

In the current situation of Baghlan where the people have been affected by multi-shocks and socio-economic crisis, suffering from food insecurity and their agriculture, livestock, and livelihoods have severely been affected which made them unable to fulfill their basic needs, it is principally required to provide them the in-kind food assistance at their doorstep. This will help the multi-shocked affected households to i) enhance timely access to food and fulfill their daily food intake ii) enable the HHS to save the available resources and fulfill their additional needs through them, iii) help them to fulfill the nutrition needs, and iv) improve their household food security. ECW prefers in-kind food distribution as it is prone to fewer risks compared to cash distribution including unavailability and high prices of food items in local market, people conflict on the cash, high prices of transport, and cultural constraints for women, and, access to the food market could be a challenge for women-headed households, and persons with disabilities. In target two districts i.e. Doshi and Dahani-e-Ghori are rural and far away from the urban markets, it becomes crucial for women-households and persons with disabilities to pay for additional transport and purchase the items, so the in-kind food provision will assist them to receive the food. in-kind food distribution will create multiple opportunities for local communities/households to earn incomes and fulfill their daily needs.

**5. Complementarity**

## LOGICAL FRAMEWORK

### Overall project objective

&lt;p&gt;&lt;br&gt;

&lt;span style="font-family: Calibri, sans-serif;"&gt;The overall objective of this project is “  
Providing life-saving emergency food assistance to 15,631&nbsp;IPC phase 3 and 4  
food insecure and vulnerable individuals (2,233 households) in three districts Baghlan-e-Markazi,  
Dahani-e-Ghori and Doshi &nbsp;Districts of  
Baghlan Province, Afghanistan”.&lt;/span&gt;

&lt;/p&gt;

### FOOD SECURITY AND AGRICULTURE

Cluster objectives	Strategic Response Plan (SRP) objectives	Percentage of activities
2023 HRP FSAC CO1: Shock- affected (Conflict IDP, returnee, refugee, natural disaster and targeted IPC 3 and 4) women, men and children of all ages (Conflict IDP, returnee, refugee, natural disaster and targeted IPC 3 and 4) have a minimum household food consumption score above 42.5	SO1: Mortality and morbidity of crisis-affected people of all gender and diversities are reduced through timely, multi-sectoral, lifesaving, equitable and safe assistance.	100

**Contribution to Cluster/Sector Objectives :** The project is in line with the AHF 1st RA Response Strategy as it aims to contribute to saving lives by providing vulnerable HHs with food to fulfill their basic food needs. This project will bring timely assistance in providing food to affected people by the provision of full-basket food assistance to 15,631 individuals. Assistance is prioritized for three districts of Baghlan classified in IPC3 and 4 that are facing high household expenditure on food.

This project contributes to the FSAC’s response objective “Ensure continued and regular access to food for the acutely food-insecure people across the country’ as it plans food distribution to increase people’s access to food, improve food consumption score of HHs from 11% HHs in urban and 6% in rural Baghlan to at least 50% per HH, and improve the food security of households affected by drought, socio-economic crisis and people facing multiple shocks falling under IPC Phase 3 and 4. This will ultimately contribute to the 2023 HRP FSAC CO1 “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” and will reach to 15,631 individuals out of 19.1 million FSAC PIN target of HRP 2023.

### Outcome 1

Shock-affected populations (IDPs and natural disaster-affected and seasonally food insecure IPC phase 3 and 4 people of host communities) improved their minimum food consumption score above 42.5

### Output 1.1

#### Description

15,631 multiple shock-affected and vulnerable individuals (2,233 HHs) under IPC phases 3 and 4 received adequate food assistance

#### Assumptions & Risks

#### Indicators

Code	Cluster	Indicator	End cycle beneficiaries				End cycle
			Men	Women	Boys	Girls	Target
Indicator 1.1.1	FOOD SECURITY AND AGRICULTURE	<p><span style="font-family: Arial, sans-serif;"># of shock-affected and vulnerable (IDPs, returnees, refugees, natural disaster-affected, people affected, and seasonal food insecure – IPC phase 3 & 4 people) women, men, children of all ages who receive adequate food responses in a timely manner. </span> </p>	3,253	3,122	4,604	4,652	15,631
<p><b>Means of Verification</b> : &lt;p&gt;&lt;span style="font-family: "calibri, sans-serif", sans-serif; color: black;"&gt;• Distribution lists&lt;br&gt;• Tokens finger-printed/signed by the beneficiaries and approved by the BSC&lt;br&gt;• Project progress reports&lt;br&gt;• Monitoring and field visits report&lt;br&gt;• Beneficiaries' database&lt;br&gt;• Post-distribution monitoring (PDM) report&lt;br&gt;• Success stories&lt;/span&gt;&lt;br&gt;&lt;/p&gt;</p>							
Indicator 1.1.2	FOOD SECURITY AND AGRICULTURE	<span style="color: rgb(85, 85, 85); font-family: Roboto, sans-serif; text-align: left; background-color: rgb(255, 255, 255); text-decoration-color: initial; display: inline !important;">#of affected people that's men, women, boys, and girls, receiving in kind food assistance</span>	4,604	3,253	4,652	3,122	15,631
<p><b>Means of Verification</b> : &lt;p&gt;&lt;span style="font-family: Arial, sans-serif; color: black;"&gt;• Distribution lists&lt;br&gt;• Tokens finger-printed/signed by the beneficiaries and approved by the BSC&lt;br&gt;• Project progress reports&lt;br&gt;• Monitoring and field visits report&lt;br&gt;• Beneficiaries' database&lt;br&gt;• Post-distribution monitoring (PDM) report&lt;br&gt;• Success stories&lt;br&gt;&lt;/span&gt;&lt;br&gt;&lt;/p&gt;</p>							
Indicator 1.1.3	FOOD SECURITY AND AGRICULTURE						85
<p><b>Means of Verification</b> : &lt;p&gt;&lt;ul&gt;&lt;li&gt;&lt;span style="font-family: Arial, sans-serif; color: black;"&gt;Project progress reports&lt;/span&gt;&lt;/li&gt;&lt;li&gt;&lt;span style="font-family: Arial, sans-serif; color: black;"&gt;Monitoring and Evaluation Reports&lt;/span&gt;&lt;/li&gt;&lt;li&gt;&lt;span style="font-family: Arial, sans-serif; color: black;"&gt;CFM database and case tracking&lt;/span&gt;&lt;/li&gt;&lt;li&gt;&lt;span style="font-family: Arial, sans-serif; color: black;"&gt;PDM Reports&lt;/span&gt;&lt;/li&gt;&lt;li&gt;&lt;span style="font-family: Arial, sans-serif; color: black;"&gt;Success stories and lessons learned&lt;/span&gt;&lt;/li&gt;&lt;li&gt;&lt;span style="font-family: Arial, sans-serif; color: black;"&gt;Photos and etc.&lt;/span&gt;&lt;/li&gt;&lt;/ul&gt;&lt;p class="sceditor-nlf"&gt;&lt;br&gt;&lt;/p&gt;&lt;p&gt;&lt;/p&gt;&lt;/p&gt;</p>							
Indicator 1.1.4	FOOD SECURITY AND AGRICULTURE						85
<p><b>Means of Verification</b> : &lt;p&gt;&lt;ul&gt;&lt;li&gt;&lt;span style="color: black; font-family: Arial, sans-serif;"&gt;Project progress reports&lt;/span&gt;&lt;/li&gt;&lt;li&gt;&lt;span style="color: black; font-family: Arial, sans-serif;"&gt;Monitoring and Evaluation Reports&lt;/span&gt;&lt;/li&gt;&lt;li&gt;&lt;span style="color: black; font-family: Arial, sans-serif;"&gt;CFM database and case tracking&lt;/span&gt;&lt;/li&gt;&lt;li&gt;&lt;span style="color: black; font-family: Arial, sans-serif;"&gt;PDM Reports&lt;/span&gt;&lt;/li&gt;&lt;li&gt;&lt;span style="color: black; font-family: Arial, sans-serif;"&gt;Success stories and lessons learned&lt;/span&gt;&lt;/li&gt;&lt;li&gt;&lt;span style="color: black; font-family: Arial, sans-serif;"&gt;Photos and etc.&lt;/span&gt;&lt;/li&gt;&lt;/ul&gt;&lt;p&gt;&lt;/p&gt;&lt;p class="sceditor-nlf"&gt;&lt;br&gt;&lt;/p&gt;&lt;p&gt;&lt;/p&gt;</p>							
<b>Activities</b>							
<b>Activity 1.1.1</b>							
<b>Standard Activity : Food assistance for people in IPC Phase 3 (Jan-Apr, Nov-Dec, 6 months)</b>							
<p>Project Registration with Authorities:</p> <p>ECW will register the project with the Ministry of Economy (MOE) and will further register the project with provincial and district authorities, Afghanistan National Disasters Management Authorities (ANDMA), and the Department of Refugees and Returnees (DORR). ECW will participate in all humanitarian response coordination meetings, and cluster meetings at national and regional levels for better coordination and smooth implementation of the project.</p>							
<b>Activity 1.1.2</b>							
<b>Standard Activity : Food assistance for people in IPC Phase 3 (Jan-Apr, Nov-Dec, 6 months)</b>							

#### Recruiting and training of project staff:

The required project staff will be recruited and trained in the project orientation workshop as follow:

- All the positions will be formally announced on the ACBAR website, shortlisted, interviewed, and selected
- All the selected staff will be provided with orientation and introductory sessions
- One-day PSEA-specific training delivered to the project staff
- Code of conduct, PSEA, Security policies, and all other policies will be signed by staff
- PSEA, AAP, and complaint feedback reporting procedure is explained and put into practice within the staff and ECW
- AAPWG, Afghanistan Community Voices, and the accountability Platform and PSEA Networking procedure for reporting are explained to staff

#### Activity 1.1.3

##### Standard Activity : Food assistance for people in IPC Phase 3 (Jan-Apr, Nov-Dec, 6 months)

#### Establish a Beneficiary Selection Committee (BSC)

ECW field staff will establish a Beneficiary Selection Committee (BSC) for effective coordination in each of the districts. This committee will be constituted of representatives from DAIL, DoRR, ANDMA, District Shuras, Community elders, Members of OPDs, and ECW field staff. ECW staff will have a briefing and meeting with BSC to explain project activities, target areas of the project, target beneficiaries, eligibility criteria for beneficiary selection, quantity and itemized explanation of assistance, and the number of commodities to be distributed. The BSC will be oriented to build two-way communication with local or target communities to receive their feedback and share relevant information with them to prevent SEA and promote behavior change. This BSC will monitor and overlook all the activities, and will approve all the survey forms and selection of each beneficiary, and will facilitate the reporting of complaints, and other project-related issues to ECW.

Selection of Women Households/HHs: Women HHs will be selected as a priority. After sharing the criteria with Shuras, they will be informed to prioritize the women HHs from almost all the target villages. Once the lists are collected back, the women HHs will be marked up and will be visited at their doorstep. Based on the criteria if they fall in, they will be included in the selected beneficiaries. Apart from this, ECW will coordinate with the local community during the FGDs to identify the women HHs and include them in the selection process. Along with this, ECW will also keep close coordination with DORR to collect the lists of the most affected women HHs, and include them in the selection process. Along with this, ECW will utilize its existing community structures, local women CSOs, and youth groups, to identify the lists of the most vulnerable women HHs and include them in the process of selection.

#### Activity 1.1.4

##### Standard Activity : Food assistance for people in IPC Phase 3 (Jan-Apr, Nov-Dec, 6 months)

## Community Mobilization, Feedback, and Community Engagement:

The community mobilizers will initially meet with the village shuras and will explain to them the project and beneficiary selection criteria. As a result of this coordination, community mobilizers will select places to organize FGDs with the local community with a focus on women, men, persons with disabilities and etc. The project purpose, activities, and selection of target beneficiaries will be explained to the target community. The community will be asked for their views, thoughts, and contribution to the implementation of the project through the project feedback tool. During the mobilization, the key messages regarding the AAP, PSEA, and Complaint Feedback Mechanism will be disseminated to engage community engagement and accountability. In addition, the BSC and the target beneficiaries are informed that the humanitarian assistance is free of cost and nothing shall be paid in response. All SEA cases shall be reported to the staff and ECW HR committee for immediate action.

Based on initial coordination, ECW will hand over the criteria to the village shuras to enlist the most vulnerable HHs and share them with the community mobilizers. In order to verify the households, ECW will develop a needs assessment tool and will conduct an independent house-to-house survey in the identified food-insecure districts to assess the level of food insecurity and identify and select beneficiaries for this intervention. The beneficiary selection criteria set by FSAC will be used for this project. ECW will use an assessment tool which can be later entered into the software, or data collection through smartphones which will directly be entered into the software, Kobo Collect. Community sensitization will be done about the selection criteria and provision will be made for complaint, response, and feedback mechanisms for the community people to provide feedback about the registration process which will enhance accountability and transparency. ECW will carry out this activity in close coordination and cooperation with the respective line departments, the FSAC, and other related stakeholders as needed.

### Activity 1.1.5

**Standard Activity : Food assistance for people in IPC Phase 3 (Jan-Apr, Nov-Dec, 6 months)**

### Beneficiary Selection and Finalization

Beneficiary verification and selection through assessment and BSC from vulnerable food-insecure families and FSAC standards

- BSC will be established in the target districts of Baghlan province for a transparent selection process
  - BSC will comprise members from DOE, DAIL, ANDMA and DORR plus a respective village head and one member/person with disabilities • BSC will fully participate in assessment along with field staff in the villages
  - Assessment, verification, and selection will be conducted in presence of BSC
  - The beneficiary selection criteria set by FSAC will be used for this project
- The project will prioritize the following in selecting beneficiaries for Food Assistance:

- HHs without adult male / Women headed
- HHs with persons with disabilities (PWDs)
- HHs relying on begging, Zakat, or borrowing
- HHs without livelihood or income source
- HHs with members having disabilities or chronic illness
- HHs residing with or hosting other HHs
- HHs relying on the casual labor of only one member
- HHs referred by protection actors

ECW will select beneficiaries in collaboration with the BSC - the members of which are mentioned above – and according to the pre-selected criteria set by the FSAC, in any document requested by FSAC. Beneficiaries will be selected according to the criteria set by the FSAC, given the FCS score achieved during the house-to-house assessment. Only the beneficiaries achieving the target score as per the criteria will be selected for assistance. ECW will assess a higher number of Households for this project so as the required number of households will be identified.

The beneficiaries must hold proper national ID (Tazkira), if vulnerable beneficiaries do not have a national ID, their identity must be confirmed by the respected village head. ECW will share the draft list of shortlisted beneficiaries with FSAC and the regional UNOCHA office. ECW uses proper data protection policies to ensure the protection of beneficiary data.

### Activity 1.1.6

**Standard Activity : Food assistance for people in IPC Phase 3 (Jan-Apr, Nov-Dec, 6 months)**

Prepare and Distribute Tokens/IDs among the selected beneficiaries

- Pre-Distribution Monitoring and verification of the beneficiary selection process:

12% of the total household beneficiaries will be randomly interviewed by the ECW team prior to the distribution. The interview will be conducted through a phone call, and where possible, beneficiaries will be physically checked to verify the beneficiary selection process and ensure that the selection is transparent. The selection criteria will be explained to the selected and non-selected households.

- Preparation and Distribution of tokens or ID cards to eligible selected beneficiaries:

ECW staff will prepare and distribute tokens to the selected beneficiaries. These tokens/Cards will show the identity and details of the beneficiary, the list and quantity of items distributed, the token number, and the contact number of field staff for further instructions. Also, this token will help distribution staff in identifying the beneficiary.

In order to avoid the re-issuance of tokens, ECW will prepare the tokens which will contain computerized sequential numbers and will be properly stamped by the ECW.

### Activity 1.1.7

**Standard Activity : Food assistance for people in IPC Phase 3 (Jan-Apr, Nov-Dec, 6 months)**

#### Procurement and Distribution of 50% Food Basket among 2,233 HHs:

ECW will procure the required commodities prior to the distribution. The RFQ for this procurement will be officially announced on the ACBAR/other websites to collect quotations electronically, and in order to consider transparency and fair competition. The items will be purchased and maintained in the warehouses rented by ECW in the districts. Site selection for warehouse storage and distribution: Distribution of four times of food baskets will be carried out in two rounds among (2,233 HHs with a total of 15,631 multi-shock-affected individuals).

In order to secure and make the distribution peaceful, ECW will take the following actions:

- ECW will consult with the line department, District Shuras, Community, and BSC regarding site selection
- ECW security & M&E department will do a security assessment of the site
- Selection and final approval of warehouses and distribution sites from senior management
- Distribution sites will include all protection measures, enough space, and availability of facilities for Persons with disabilities, and pregnant women on distribution day
- ECW will set up both distribution sites/warehouses with separate lines for males and females
- At the distribution sites, the target beneficiaries are informed to report their complaints and SEA cases to the CF Assistant/ECW HR committee
- Security staff, field staff, line department support, and community volunteer will manage the site. In addition, ECW will consult with BSC to find out the most vulnerable multi-shock-affected households (men) for crowd control at the distribution sites. They will be provided identify cards to make pre-arrangements for distribution and handle the crowd on the day of distribution. Similarly, ECW will engage local multi-shocked affected households in loading and unloading the food baskets from the trucks at the warehouses and distribution points.

#### Two Rounds of Distribution:

ECW will distribute 50% of the food basket for four months only. Each household will receive 50% of the food basket four times. In order to avoid procurement challenges, ECW will combine the two months' 50% food basket as a full basket and will distribute it two times in the project duration. The 50% food basket will contain 50 kg of Wheat Flour, 4 liters of Vegetables Oil, 4 kg Pulses, and 0.5 kg of Salt.

#### **Activity 1.1.8**

**Standard Activity : Food assistance for people in IPC Phase 3 (Jan-Apr, Nov-Dec, 6 months)**

Conduct Post-Distribution Monitoring (PDM):

ECW will conduct post-distribution monitoring of all distribution activities. Around 20% of the total beneficiaries will be randomly selected as a sample size for the PDM. Out of 20%, at least 2% will be persons with disabilities and 10% will be women and elderly households. ECW Program Manager will train the M&E team on the PDM data collection and reporting modalities. The project M&E Officer will collect the data and the M&E Manager/Project Manager will refine and endorse the findings in a final report. In order to timely perform the PDM, different methods will be put in place i.e. FGDs, Individual interviews, and remote monitoring (through phone). The final report will be aligned with the FSAC indicators and will be shared with FSAC partners, AHF/OCHA, and provincial authorities. Where required, ECW will report on the challenges, learning and essential practices with DIWG, Afghanistan Community Voices and Accountability Platform and FSAC on timely manner.

**Activity 1.1.9**

**Standard Activity : Food assistance for people in IPC Phase 3 (Jan-Apr, Nov-Dec, 6 months)**

## Project monitoring, evaluation, accountability, and learning

All activities will be monitored as per the project indicators. M&E Officer will monitor project activities from the selection process to post-distribution monitoring using the FSAC Cluster guidelines and tools. A 5% of pre-distribution monitoring will take place after each distribution, daily, weekly, and monthly updates, and monitoring reports will be shared with the M&E department. Site visits and distribution plans and distribution reports will be shared with UNOCHA, FSAC cluster, and key line departments.

CF Assistant will handle beneficiaries' complaints and feedback by introducing the ECW complaint mechanism through FGDs sessions to the beneficiaries. Complaints will be recorded and responded to within a week. Phone numbers of the ECW CF Assistant will be shared with all the beneficiaries in the token. ECW is registered with AWAAZ Afghanistan, and the toll-free number will be shared with all the beneficiaries and stakeholders. All male and female beneficiaries will be encouraged to register their complaints, and that their identity will be kept confidential and safe. The complaints received will be registered in a database; the M&E Officer will inquire into registered complaints to find a solution in order to address and prevent issues. The PSEA will be an integral part of the complaint feedback system, the cases will be reported and resolved with confidentiality by following the standards of the AFG PSEA Task Force.

ECW will educate the project team on the principles of do no harm, SEA cases, and consent approval. The staff will be directed to obtain consent from beneficiaries on the collection of any data or identifying information, and inform them how the information will be used and protected for the benefit of the project. If beneficiaries are not interested to provide information will be avoided and unanimously recorded. The data collection shall be made in an environment friendly for the women and shall be private where required.

Project monthly oversight meetings will be conducted where the gaps, complaints, risks, and possible solutions will be discussed for action. Monthly M&E Reports will be developed and shared with the FSAC and UNOCHA/AHF. In addition the potential learning, risks, and feedback gathered from the local community will be shared with the AAP WG through attending AAP WG meetings in order to enhance accountability to affected people throughout the projection.

### Activity 1.1.10

**Standard Activity : Food assistance for people in IPC Phase 3 (Jan-Apr, Nov-Dec, 6 months)**

Project Reporting to Report-Hub:

ECW M&E and Program teams have been trained on the Report Hub and registered all its projects on the Hub. The activities of this project will be reported:

- Monthly project reports to the FSAC through the Report-Hub platform
- Sub-national level reporting to FSAC and OCHA as agreed at local level
- Interim and final narrative and financial reports to the AHF and OCHA through the GMS as per the contract agreement
- Internal report to Program Manager and Finance Department
- Reports to AAPWG and PSEA Network
- 

**Additional Targets :**

**M & R**

**Monitoring & Reporting plan**

M&E plan will be developed carrying baseline, monitoring, PDM, and end-line survey. The baseline will be conducted at the start and endline at the end of project. The monitoring will be continued to monthly collect and report on the project output indicators whereas the PDM will be after each round of food distribution. The M&E plan will assess the level of participation and access to CFM, beneficiary selection, food distribution, PDM, and accountability to beneficiaries. M&E Officer will put into practice various data collection methods i.e. observation, field visits, interviews, and remote checks, to gather gender, age, and diversity-specific information on progress and risks. In monthly project oversight meetings, M&E Officer will discuss M&E findings with all staff and will develop action plans to fill the gaps and report achievements. The reporting will be done to FSAC through Report Hub, sub-national reporting to FSAC and OCHA, and interim and final reporting to AHF through GMS.

**Workplan**

Activitydescription	Year	1	2	3	4	5	6	7	8	9	10	11	12
Activity 1.1.1:  Project Registration with Authorities:  ECW will register the project with the Ministry of Economy (MOE) and will further register the project with provincial and district authorities, Afghanistan National Disasters Management Authorities (ANDMA), and the Department of Refugees and Returnees (DORR). ECW will participate in all humanitarian response coordination meetings, and cluster meetings at national and regional levels for better coordination and smooth implementation of the project.	1												

<p>Activity 1.1.10:</p> <p>Project Reporting to Report-Hub:</p> <p>ECW M&amp;E and Program teams have been trained on the Report Hub and registered all its projects on the Hub. The activities of this project will be reported:</p> <ul style="list-style-type: none"> <li>• Monthly project reports to the FSAC through the Report-Hub platform</li> <li>• Sub-national level reporting to FSAC and OCHA as agreed at local level</li> <li>• Interim and final narrative and financial reports to the AHF and OCHA through the GMS as per the contract agreement</li> <li>• Internal report to Program Manager and Finance Department</li> <li>• Reports to AAPWG and PSEA Network</li> <li>•</li> </ul>	1												
<p>Activity 1.1.2:</p> <p>Recruiting and training of project staff:</p> <p>The required project staff will be recruited and trained in the project orientation workshop as follow:</p> <ul style="list-style-type: none"> <li>• All the positions will be formally announced on the ACBAR website, shortlisted, interviewed, and selected</li> <li>• All the selected staff will be provided with orientation and introductory sessions</li> <li>• One-day PSEA-specific training delivered to the project staff</li> <li>• Code of conduct, PSEA, Security policies, and all other policies will be signed by staff</li> <li>• PSEA, AAP, and complaint feedback reporting procedure is explained and put into practice within the staff and ECW</li> <li>• AAPWG, Afghanistan Community Voices, and the accountability Platform and PSEA Networking procedure for reporting are explained to staff</li> </ul>	1												

<p>Activity 1.1.3:</p> <p><b>Establish a Beneficiary Selection Committee (BSC)</b></p> <p>ECW field staff will establish a Beneficiary Selection Committee (BSC) for effective coordination in each of the districts. This committee will be constituted of representatives from DAIL, DoRR, ANDMA, District Shuras, Community elders, Members of OPDs, and ECW field staff. ECW staff will have a briefing and meeting with BSC to explain project activities, target areas of the project, target beneficiaries, eligibility criteria for beneficiary selection, quantity and itemized explanation of assistance, and the number of commodities to be distributed. The BSC will be oriented to build two-way communication with local or target communities to receive their feedback and share relevant information with them to prevent SEA and promote behavior change. This BSC will monitor and overlook all the activities, and will approve all the survey forms and selection of each beneficiary, and will facilitate the reporting of complaints, and other project-related issues to ECW.</p> <p><b>Selection of Women Households/HHs:</b> Women HHs will be selected as a priority. After sharing the criteria with Shuras, they will be informed to prioritize the women HHs from almost all the target villages. Once the lists are collected back, the women HHs will be marked up and will be visited at their doorstep. Based on the criteria if they fall in, they will be included in the selected beneficiaries. Apart from this, ECW will coordinate with the local community during the FGDs to identify the women HHs and include them in the selection process. Along with this, ECW will also keep close coordination with DORR to collect the lists of the most affected women HHs, and include them in the selection process. Along with this, ECW will utilize its existing community structures, local women CSOs, and youth groups, to identify the lists of the most vulnerable women HHs and include them in the process of selection.</p>	1												
--	---	--	--	--	--	--	--	--	--	--	--	--	--

<p>Activity 1.1.4:</p> <p>Community Mobilization, Feedback, and Community Engagement:</p> <p>The community mobilizers will initially meet with the village shuras and will explain to them the project and beneficiary selection criteria. As a result of this coordination, community mobilizers will select places to organize FGDs with the local community with a focus on women, men, persons with disabilities and etc. The project purpose, activities, and selection of target beneficiaries will be explained to the target community. The community will be asked for their views, thoughts, and contribution to the implementation of the project through the project feedback tool. During the mobilization, the key messages regarding the AAP, PSEA, and Complaint Feedback Mechanism will be disseminated to engage community engagement and accountability. In addition, the BSC and the target beneficiaries are informed that the humanitarian assistance is free of cost and nothing shall be paid in response. All SEA cases shall be reported to the staff and ECW HR committee for immediate action.</p> <p>Based on initial coordination, ECW will hand over the criteria to the village shuras to enlist the most vulnerable HHs and share them with the community mobilizers. In order to verify the households, ECW will develop a needs assessment tool and will conduct an independent house-to-house survey in the identified food-insecure districts to assess the level of food insecurity and identify and select beneficiaries for this intervention. The beneficiary selection criteria set by FSAC will be used for this project. ECW will use an assessment tool which can be later entered into the software, or data collection through smartphones which will directly be entered into the software, Kobo Collect. Community sensitization will be done about the selection criteria and provision will be made for complaint, response, and feedback mechanisms for the community people to provide feedback about the registration process which will enhance accountability and transparency. ECW will carry out this activity in close coordination and cooperation with the respective line departments, the FSAC, and other related stakeholders as needed.</p>	1											
--	---	--	--	--	--	--	--	--	--	--	--	--

<p>Activity 1.1.5:</p> <p><b>Beneficiary Selection and Finalization</b>  Beneficiary verification and selection through assessment and BSC from vulnerable food-insecure families and FSAC standards</p> <ul style="list-style-type: none"> <li>• BSC will be established in the target districts of Baghlan province for a transparent selection process</li> <li>• BSC will comprise members from DOE, DAIL, ANDMA and DORR plus a respective village head and one member/person with disabilities • BSC will fully participate in assessment along with field staff in the villages</li> <li>• Assessment, verification, and selection will be conducted in presence of BSC</li> <li>• The beneficiary selection criteria set by FSAC will be used for this project</li> </ul> <p>The project will prioritize the following in selecting beneficiaries for Food Assistance:</p> <ul style="list-style-type: none"> <li>- HHs without adult male / Women headed</li> <li>- HHs with persons with disabilities (PWDs)</li> <li>- HHs relying on begging, Zakat, or borrowing</li> <li>- HHs without livelihood or income source</li> <li>- HHs with members having disabilities or chronic illness</li> <li>- HHs residing with or hosting other HHs</li> <li>- HHs relying on the casual labor of only one member</li> <li>- HHs referred by protection actors</li> </ul> <p>ECW will select beneficiaries in collaboration with the BSC - the members of which are mentioned above – and according to the pre-selected criteria set by the FSAC, in any document requested by FSAC. Beneficiaries will be selected according to the criteria set by the FSAC, given the FCS score achieved during the house-to-house assessment. Only the beneficiaries achieving the target score as per the criteria will be selected for assistance. ECW will assess a higher number of Households for this project so as the required number of households will be identified.</p> <p>The beneficiaries must hold proper national ID (Tazkira), if vulnerable beneficiaries do not have a national ID, their identity must be confirmed by the respected village head. ECW will share the draft list of shortlisted beneficiaries with FSAC and the regional UNOCHA office. ECW uses proper data protection policies to ensure the protection of beneficiary data.</p>	1												
<p>Activity 1.1.6:</p> <p><b>Prepare and Distribute Tokens/IDs among the selected beneficiaries</b></p> <ul style="list-style-type: none"> <li>- Pre-Distribution Monitoring and verification of the beneficiary selection process:</li> </ul> <p>12% of the total household beneficiaries will be randomly interviewed by the ECW team prior to the distribution. The interview will be conducted through a phone call, and where possible, beneficiaries will be physically checked to verify the beneficiary selection process and ensure that the selection is transparent. The selection criteria will be explained to the selected and non-selected households.</p> <ul style="list-style-type: none"> <li>- Preparation and Distribution of tokens or ID cards to eligible selected beneficiaries:</li> </ul> <p>ECW staff will prepare and distribute tokens to the selected beneficiaries. These tokens/Cards will show the identity and details of the beneficiary, the list and quantity of items distributed, the token number, and the contact number of field staff for further instructions. Also, this token will help distribution staff in identifying the beneficiary.</p> <p>In order to avoid the re-issuance of tokens, ECW will prepare the tokens which will contain computerized sequential numbers and will be properly stamped by the ECW.</p>	1												

Activity 1.1.7:

1

Procurement and Distribution of 50% Food Basket among 2,233 HHs:

ECW will procure the required commodities prior to the distribution. The RFQ for this procurement will be officially announced on the ACBAR/other websites to collect quotations electronically, and in order to consider transparency and fair competition. The items will be purchased and maintained in the warehouses rented by ECW in the districts. Site selection for warehouse storage and distribution: Distribution of four times of food baskets will be carried out in two rounds among (2,233 HHs with a total of 15,631 multi-shock-affected individuals).

In order to secure and make the distribution peaceful, ECW will take the following actions:

- ECW will consult with the line department, District Shuras, Community, and BSC regarding site selection
- ECW security & M&E department will do a security assessment of the site
- Selection and final approval of warehouses and distribution sites from senior management
- Distribution sites will include all protection measures, enough space, and availability of facilities for Persons with disabilities, and pregnant women on distribution day
- ECW will set up both distribution sites/warehouses with separate lines for males and females
- At the distribution sites, the target beneficiaries are informed to report their complaints and SEA cases to the CF Assistant/ECW HR committee
- Security staff, field staff, line department support, and community volunteer will manage the site In addition, ECW will consult with BSC to find out the most vulnerable multi-shock-affected households (men) for crowd control at the distribution sites. They will be provided identify cards to make pre-arrangements for distribution and handle the crowd on the day of distribution. Similarly, ECW will engage local multi-shocked affected households in loading and unloading the food baskets from the trucks at the warehouses and distribution points.

Two Rounds of Distribution:

ECW will distribute 50% of the food basket for four months only. Each household will receive 50% of the food basket four times. In order to avoid procurement challenges, ECW will combine the two months' 50% food basket as a full basket and will distribute it two times in the project duration. The 50% food basket will contain 50 kg of Wheat Flour, 4 liters of Vegetables Oil, 4 kg Pulses, and 0.5 kg of Salt.

<p>Activity 1.1.8:</p> <p>Conduct Post-Distribution Monitoring (PDM):</p> <p>ECW will conduct post-distribution monitoring of all distribution activities. Around 20% of the total beneficiaries will be randomly selected as a sample size for the PDM. Out of 20%, at least 2% will be persons with disabilities and 10% will be women and elderly households. ECW Program Manager will train the M&amp;E team on the PDM data collection and reporting modalities. The project M&amp;E Officer will collect the data and the M&amp;E Manager/Project Manager will refine and endorse the findings in a final report. In order to timely perform the PDM, different methods will be put in place i.e. FGDs, Individual interviews, and remote monitoring (through phone). The final report will be aligned with the FSAC indicators and will be shared with FSAC partners, AHF/OCHA, and provincial authorities. Where required, ECW will report on the challenges, learning and essential practices with DIWG, Afghanistan Community Voices and Accountability Platform and FSAC on timely manner.</p>	1											
---	---	--	--	--	--	--	--	--	--	--	--	--

Activity 1.1.9:

1

Project monitoring, evaluation, accountability, and learning

All activities will be monitored as per the project indicators. M&E Officer will monitor project activities from the selection process to post-distribution monitoring using the FSAC Cluster guidelines and tools. A 5% of pre-distribution monitoring will take place after each distribution, daily, weekly, and monthly updates, and monitoring reports will be shared with the M&E department. Site visits and distribution plans and distribution reports will be shared with UNOCHA, FSAC cluster, and key line departments.

CF Assistant will handle beneficiaries' complaints and feedback by introducing the ECW complaint mechanism through FGDs sessions to the beneficiaries. Complaints will be recorded and responded to within a week. Phone numbers of the ECW CF Assistant will be shared with all the beneficiaries in the token. ECW is registered with AWAAZ Afghanistan, and the toll-free number will be shared with all the beneficiaries and stakeholders. All male and female beneficiaries will be encouraged to register their complaints, and that their identity will be kept confidential and safe. The complaints received will be registered in a database; the M&E Officer will inquire into registered complaints to find a solution in order to address and prevent issues. The PSEA will be an integral part of the complaint feedback system, the cases will be reported and resolved with confidentiality by following the standards of the AFG PSEA Task Force. ECW will educate the project team on the principles of do no harm, SEA cases, and consent approval. The staff will be directed to obtain consent from beneficiaries on the collection of any data or identifying information, and inform them how the information will be used and protected for the benefit of the project. If beneficiaries are not interested to provide information will be avoided and unanimously recorded. The data collection shall be made in an environment friendly for the women and shall be private where required.

Project monthly oversight meetings will be conducted where the gaps, complaints, risks, and possible solutions will be discussed for action. Monthly M&E Reports will be developed and shared with the FSAC and UNOCHA/AHF. In addition the potential learning, risks, and feedback gathered from the local community will be shared with the AAP WG through attending AAP WG meetings in order to enhance accountability to affected people throughout the projection.

**OTHER INFO**

**Accountability to Affected Populations**

ECW is a member of the AAP WG and trains its staff and aligns the project systems to be accountable to the donor, stakeholders, and local communities. ECW is committed to all AAP protocols and will adhere to all humanitarian commitments. After initial coordination with the community, ECW will organize Focus Group Discussions in all districts with project information and feedback questions to inform and involve the illiterate, PWDs, women and girls, people at risk, etc. in the project. They will be aware of vulnerability criteria, assistance type, distribution point, PSEA, and complaint feedback mechanism. ECW will collect their opinions that how they will participate, complain and report on the issues. This information will be summarized for designing the CFM in the project. ECW will ensure that people are engaged throughout the project cycle and receive feedback. M&E Officer will monitor and report on the AAP to fill the gaps and ensure equal participation of Affected people.

**Implementation Plan**

ECW is present in Baghlan for the last decade in the field of food security along with potential expertise for the implementation of food security projects. ECW has a high caliber of staff bringing experience in food security and distribution programs. They are technical in food security, community mobilization, complaint and accountability, and supply chain. Project staff will be hired in 15 working days as per ECW HR policy. In terms of assistance delivery, ECW will follow the policy guidelines to openly announce the tender to hire and sign a contract with one supplier for food, transport, and packing. ECW procurement team is aware of the local food items market and will ensure that the RFQs are aligned with the local market. Besides, ECW has a quality assurance procedure to verify and check the quality of food items. ECW has an extensive experience in warehousing and will store the items properly, and further distribute in beneficiaries.

**Coordination with other Organizations in project area**

Name of the organization	Areas/activities of collaboration and rationale
--------------------------	---

**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**

ECW will adopt the protection mainstreaming principles to prioritize the safety, dignity, accountability, access, and participation of beneficiaries in project considering the “Do No Harm” principle.

ECW will equally focus on HHs especially women beneficiaries to be included and ensure non-discrimination is respected during the beneficiaries' selection. The needs assessment will focus to analyze the context, cultural trends, and critical issues which could affect the participation of vulnerable groups, especially women and persons with disabilities, and strategize for mitigation. All data is protected at the ECW system. ECW will select accessible distribution centers. PDM will measure the impact of the project representative of all population groups and will tackle protection issues. Elderly and disabled men and women will have an immediate chance to receive food. Separate spaces and transport support will be given to persons with disabilities and women.

The inclusion of female staff in the management committee, beneficiary selection committee, and community mobilization teams, as well as giving first priority to persons with disability and people with specific needs clearly show that the proposed project is set to ensure equal and impartial access to the assistance with safety and dignity. ECW will assess the PSEA risks in the project and will improve engagement with and support of local populations; prevention; response; and management and coordination to tackle them.

### **Country Specific Information**

#### **Safety and Security**

#### **Access**

ECW has decade long presence in all target three districts of Baghlan and foresees the following access issues:

- Ban on the women employees
- NGO's communication with the DFA prior intervention
- Unauthorized individuals' interference in the implementation
- Political and security situations

ECW will initially train its staff on the key drivers of humanitarian access and will work conjointly to draft Access Strategy for tackling the above access constraints. The potential methods for assuring access are community engagement, coordination, collaboration, and two-way communication with key stakeholders including DFA, village shuras, and beneficiaries. ECW access team will negotiate with all stakeholders and ensure a principled delivery of aid to the most in-need beneficiaries. ECW will ensure that all the female staff are local, have Mahram, and clear idea of the project to ensure their safety and security. ECW is a member of UNHAG and INSO to coordinate project access issues.

### **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	D	1	3,000.00	6	20.00	3,600.00

	<p><i>Executive Director 20% salary is charged to this project; she will be based at ECW main office Kabul and dedicates 20% of her time to engage in project activities e.g approvals of staff hiring, approving cost of the project activities, attends all communication, conduct monitoring visits to project location and overall coordinating at managerial level of the project for smooth progress of the project activities and lead the project operations.</i></p> <p><i>She will receive USD 600 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 3 of grade A. This percentage is charged based on the ECW available projects and its contribution to the salary of this position.</i></p>						
1.2	Deputy Director	D	1	2,400.00	6	20.00	2,880.00
	<p><i>Deputy Director 20% salary is charged to this project; he will be based at ECW main office Kabul and dedicates 20% of his time to engage in project activities e.g daily and weekly meetings with project key staff, checking M&amp;E and project progress reports with their actions plans whether the project implementation is going according to M&amp;E plan or not, attends all donors communication, conduct monitoring visits to project location and overall coordination at managerial and operational level of the project for smooth progress of the project activities and the project operations.</i></p> <p><i>He will receive USD 480 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 3 of grade B.</i></p> <p><i>This percentage is charged based on the ECW available projects and its contribution to the salary of this position.</i></p>						
1.3	Finance Manager	D	1	1,500.00	6	20.00	1,800.00
	<p><i>Finance Manager 20% salary is charged to this project; he will be based at ECW main office Kabul and dedicates 20% of his time to engage in project activities e.g. finalizing and submitting financial reports, checking the actual cost vs. budgeted costs, checking payrolls and other expenses incurring for the purpose of project activities, conduct visits to field for better and on time checking of costs incurring in the field.</i></p> <p><i>He will receive USD 300 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 3 of grade C.</i></p> <p><i>This percentage is charged based on the ECW available projects and its contribution to the salary of this position.</i></p>						
1.4	HR Manager	D	1	1,200.00	6	20.00	1,440.00
	<p><i>HR Manager 20% salary is charged to this project; he/she will be based at ECW main office Kabul and dedicates 20% of his/her time to engage in project activities e.g. carrying out of administrative and human resource activities such as hiring of project staff, checking and controlling attendance sheets and time sheets, payroll processing and performance evaluation of project staff.</i></p> <p><i>She/he will receive USD 240 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 2 of grade C.</i></p> <p><i>Based on the revised estimates of existing ECW projects and core resources, the percentage is reduced to 20%; which is essential to cover this position salary and technical contribution to the project.</i></p>						
1.5	M&E Manager	D	1	1,200.00	6	20.00	1,440.00
	<p><i>M&amp;E Manager 20% salary is charged to this project; he/she will be based at ECW main office Kabul and dedicates 20% of his/her time to engage in project activities e.g. carrying out of monitoring and evaluation related activities such as developing pre and post distribution plans, M&amp;E of assessment reports, checking and finalizing M&amp;E reports, communication with donor and provide responses to donors queries.</i></p> <p><i>She/he will receive USD 240 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 2 of grade C.</i></p> <p><i>Based on the revised estimates of existing ECW projects and core resources, the percentage is reduced to 20%; which is essential to cover this position salary and technical contribution to the project.</i></p>						
1.6	Admin and Logistic Manager	D	1	1,200.00	6	20.00	1,440.00
	<p><i>Admin and Logistic Manager 20% salary is charged to this project, he/she will be based at ECW main office Kabul and dedicates 20% of his/her time to engage in project activities e.g. he/she will be responsible for purchases of the project supplies, materials, equipment's. providing of hard and soft documents from and to vendors, delivery of hard documents from and to province, controlling of inventories and recording of project equipment's and supplies.</i></p> <p><i>She/he will receive USD 240 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 2 of grade C.</i></p> <p><i>Based on the revised estimates of existing ECW projects and core resources, the percentage is reduced to 20%; which is essential to cover this position salary and technical contribution to the project.</i></p>						
1.7	Program Manager	D	1	1,500.00	6	20.00	1,800.00
	<p><i>Program Manager 20% salary is charged to this project; he/she will be based at ECW main office Kabul and dedicates 20% of his time to engage in project activities e.g. develop project planning, checking and finalizing weekly, monthly and quarterly progress reports, ensuring effective relationship with donor.</i></p> <p><i>She/he will receive USD 300 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 3 of grade C.</i></p> <p><i>This percentage is charged based on the ECW available projects and its contribution to the salary of this position.</i></p>						
1.8	Project Manager	D	1	1,200.00	6	100.00	7,200.00
	<p><i>Project Manager 100% salary is charged to this project; he/she will be based at ECW filed office Baghlan and will dedicates 100% of his time to engage in project activities e.g. develop project planning, checking the M&amp;E plans, communication and coordination with MoE and other relevant stakeholders, preparing and finalizing weekly, monthly and quarterly progress reports, ensuring effective relationship with community, local authorities and donor agency during implementation of the project activities.</i></p> <p><i>She/he will receive USD 1200 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 4 of grade D.</i></p>						
1.9	Gender & PSAE Officer	D	1	500.00	6	50.00	1,500.00

	<i>Gender &amp; PSEA Officer 50% salary is charged to this project; he/she will be based at ECW main office Kabul and dedicates 50% of his/her time to engage in project activities e.g. conducting of PSEA training to project staff, conduct monitoring visits to project location to disseminate key messages regarding gender and other PSEA issues for smooth progress of the project activities. She/he will be responsible to implement PSEA policy within the implementation of this project. She/he will receive USD 250 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 2 of grade E.</i>							
1.10	Finance Officer	D	1	600.00	6	50.00	1,800.00	
	<i>Finance Officer 50% salary is charged to this project, who will be directly involved and placed at field office Baghlan in the project activities, and will be responsible for financial related activities. His major responsibilities will be to assist in preparing the financial data, controlling the progress of the project financial activities, and sharing reports with finance manager and project manager. He/She will prepare field office staff attendance sheets, time sheets and check inventory records. He/She will receive USD 300 which is 50% of the USD 600 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 3 of grade E.</i>							
1.11	Community Mobilizers	D	4	500.00	6	100.00	12,000.00	
	<i>Four Community Mobilizers will be 100% charged to this project, the Community mobilizers will be hired in Baghlan province, who will be responsible for community mobilizing, Beneficiary selection, help community receive their baskets, data collection, and filing of beneficiary and project documents in all three districts of Baghlan. Each of them will receive USD 500 per month which includes tax. ECW uses an internal salary scale for all the staff of the organization and the salary scale is grade E step 2 attached to the budget.</i>							
1.12	M&E Officer	D	1	600.00	6	70.00	2,520.00	
	<i>M&amp;E Officer 70% salary is charged to this project, who will be directly involved and placed at field office Baghlan in the project activities, he will regularly monitor and evaluate the activities of the project to make sure they are align and going according to the plans, and that targets are achieved as per the defined indicators. This staff will regularly travel to main office to exchange information, and share findings and propose suggestions. He will also be responsible for prepare information and report to the M&amp;E manager. He/She will receive USD 600 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 3 of grade E.</i>							
1.13	Complaint Feedback Assistant	D	1	450.00	5	100.00	2,250.00	
	<i>Complaint Feedback Assistant 100% salary is charged to this project, who will be directly involved and placed at field office Baghlan in the project activities. The Complaint Feedback Assistant will regularly monitor and provide feedback on project activities and that targets are achieved as per the defined indicators. This staff will regularly travel to main office to exchange information, and share findings and propose suggestions. He will receive USD 450 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 3 of grade F.</i>							
1.14	Data Entry Assistant	D	1	500.00	5	100.00	2,500.00	
	<i>Data Entry Assistant 100% salary is charged to this project, who will be directly involved and placed at field office Baghlan in the project activities, and will be responsible for data entry and other related activities. His major responsibility will be to: assist in preparing the Data collection, controlling the progress of the project activities of data collection, and sharing reports with M&amp;E and project manager. In addition, this staff will assist the team with distribution of the food commodities, cross-checking of the tokens and accuracy of the beneficiary documents before and after the distribution. He/She will receive USD 500 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 4 of grade F.</i>							
1.15	Store Keeper	D	1	300.00	2	100.00	600.00	
	<i>One Store Keeper will be 100% charged to this project, he will be based in Baghlan with the duty of recording of store food packages ins and outs and will keep all the records of supplies in the warehouse. He will be hired for those three months in which the food items are supplied to ECW warehouse and distributed among the target households. He will receive USD 300 per month which includes tax, health insurance and medical allowances. ECW uses an internal salary scale and this position falls in step 1 of grade F.</i>							
1.16	Guards/Cleaners- Field Office	D	3	200.00	6	60.00	2,160.00	
	<i>There will be two guards hired with the duty of guarding the field office Baghlan. The guards will be responsible for office security, monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain security of the premises. In addition, with Guards, there will be 1 cleaner for the Baghlan field office; the responsibilities of the cleaner will be cleaning of all parts of office including doors, windows and furniture. Each will receive gross salary of US\$ 120 which is 60% of USD 200 per month according to ECW internal salary scale grade G step 3.</i>							
1.17	Security Guards for Warehouses	D	4	200.00	2	100.00	1,600.00	
	<i>There will be four guards in warehouses in Baghlan until distribution. Warehouse will require four security guards hired for two months in order to watch and ensure its security 24/7. These guards will be hired from the third month of the project once the procurement of commodities is done and warehouse is rented. Each guard will be eligible to be paid 200 USD per month according to ECW internal salary scale grade G step 3, which will include all the benefits such as credit top-up cards, transportation costs.</i>							
1.18	Food Distributers	D	2	22.00	18	100.00	792.00	

	<i>In order to timely and effectively distribute the food, ECW will hire the daily wager in Baghlan for the food distribution to pack and facilitate the beneficiaries in terms of receiving their food baskets. There will be two times distribution in each district, the districts are three, and each Food Distributor will be hired for three days in each distribution. As per figures given above, two food distributors will be hired for each district distribution x \$22 will be provided wage per day x 18 Days (3 days each hired x 3 districts x 2 times distribution in each district). Each food distribution will be paid as per ECW Daily Wage Threshold.</i>							
1.19	Crowed Controllers	D	2	22.00	18	100.00	792.00	
	<i>In order to timely and effectively distribute the food, ECW will hire the Crowed Controllers (CC) as daily wager in Baghlan for controlling crowd in during the food distribution. There will be two times distribution in each district, the districts are three, and each CC will be hired for three days in each distribution. As per figures given above, two CC will be hired for each district distribution x \$22 will be provided wage per day x 18 Days (3 days each hired x 2 times distribution in each district x 3 districts). Each CC will be paid as per ECW Daily Wage Threshold.</i>							
1.20	Guards/Cleaners- Main Office	D	1	200.00	6	50.00	600.00	
	<i>There will be one main office Kabul guard partially charged (50%) to this project who will be responsible for office security, monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain security of the premises. He will receive gross salary of US\$ 200 per month according to ECW internal salary scale grade G step 3.</i>							
	<b>Section Total</b>						<b>50,714.00</b>	
<b>2. Supplies, Commodities, Materials</b>								
2.1	Food Basket	D	2233	37.50	4	100.00	334,950.00	
	<i>Activity 1.1.7: This budget line of, food basket will be procured to distribute for the most vulnerable households to cover two months full food-basket (or 4 months half food-basket) based on the FSAC recommended basic food basket for population. FSAC recommends 50% of the food basket which means (50% of \$75 per HH per month) households should receive an equivalent of \$150 to cover 4 months food supply. Considering the possibility of a harsh winter affecting access, distributions can be done on a monthly basis or a double ration (\$75) every two months. As per 50% of the basket, the monthly food package for each households will contain the following items: 1. Wheat Flour 50 KG 2. Vegetables Oil 4 Liter 3. Pulses 4 KG 4. Salt 0.5 KG</i>							
2.2	Packaging Costs	D	2233	1.20	2	100.00	5,359.20	
	<i>Activity 1.1.7: This budget line will cover the cost of packaging the basket packages commodities because the required food commodities are not packaged according to our requirements. ECW needs to buy the required amount/quantity of commodities and then re package them in proper packages with the required quantity before the distribution. As project states that four food baskets will be distributed in two rounds and meant that two monthly baskets will be distributed in one distribution, so the two baskets will be packed together with a cost of USD1.2 and for total of 2233 packages or the target households X \$1.2 is a cost for packing two baskets together X 2 times packaging required.</i>							
2.3	Warehouse and Distribution Sites	D	2	320.00	2	100.00	1,280.00	
	<i>Activity 1.1.7: One main warehouse will be rented for two months in Baghlan province to store the Food packages. Each month's rent cost will be 400\$ and for two months is 800\$. In addition, when the distribution is started, ECW will communicate with local communities to give distribution site for at least five days in each district. The owner of each distribution site will be paid 80\$ per weekly distribution and total 240\$ for three owners per month, and 480\$ for two months. So both the warehouse and distribution sites charges become 1280\$ for two months. The updated Excel sheet is attached for further explanation.</i>							
2.4	Food Basket Transportation Costs	D	523	37.50	1	100.00	19,612.50	
	<i>Activity 1.1.7: This budget line will cover the two types of transportation cost 1) Mazar to Baghlan warehouse and 2) from warehouse to three targeted districts. 58.5 kg is the weightage of food basket per household per month and 58.5 kg x 4 =234 kg per households. The weightage of four food baskets for 2233 households is equivalent to 522,522 kg or 523 tons. As per the negotiation with Trucks to transport the baskets to both center and further to the districts, they charge \$ 27.23 per Metric Ton/MT from Mazar to Baghlan and \$10.27 per MT to the districts. Therefore, the transportation cost which include loading and unloading cost from Mazar to Baghlan warehouse for 523 MT equal to 523 x \$27.23 = \$ 14,241.29 For second type of transport (Baghlan warehouse to districts), As per the negotiation with Trucks in Baghlan, they are charging average \$ 10.27 per MT including loading and unloading cost from warehouse to districts. Total cost of 523 MTs is 523 x \$10.27 = \$ 5,371.21 Both types of transportation cost is \$ 14,241.29 + \$ 5,371.21 = \$19,612.50</i>							
2.5	AAP Intervention and Community Engagement	D	1	2,269.90	1	100.00	2,269.90	

	<p>Activity 1.1.2 , 1.1.4, 1.1.5 &amp; 1.1.8:As per the AAP guidelines, ECW covers ensuring the maximum participation of marginalized community members and women households.</p> <p>In order to consistently collect people's feedback in the project, ECW will organize 5 FGDs to collect people's feedback and provide them responses to put accountability in place. These FGDs will be carried out with men and women separately and will be undertaken during needs assessment and PDMs.</p> <p>Each FGD will be participated by 10 persons and each person cost is \$2, so \$20 is a cost of One FGD and \$100 of 5 FGDs.</p> <p>In addition, marginalized female staff i.e. 3 members will be provided Mahrram support to undertake the project tasks. 3 females need Mahrram cost for at least five months, \$80 is monthly cost is for one Mahrram and total cost will be 3 X \$80 X 5 = \$ 1200</p> <p>In addition, 3 safety audits for female beneficiaries and female staff will be undertaken to bring the risks they face into the consideration of BSC and local Elders. Per safety audit cost is \$100 and total for 3 audits will be \$300.</p> <p>In addition, awareness of the PSEA and responding to SEA cases will also be part of this budget. This will include printing of 2233 leaflets, each has \$0.3 cost and total is \$669.90</p> <p>In total all the above cost is \$100 + \$1200 + \$300 + \$669.90 = \$2,269.90</p> <p>The AAP guidelines is also attached</p>						
	<b>Section Total</b>						<b>363,471.60</b>
<b>3. Equipment</b>							
3.1	Laptop Computers	D	1	800.00	1	100.00	800.00
	<p>This budget line will cover 1 laptop to efficiently carry out project implementation. This laptop will be used in the field by the Project Manager for official works such as planning, scheduling, data entry, recording and reporting purposes. 1 laptop will be bought from this budget while ECW will contribute the remaining laptops for the project staff.</p> <p>Following are the specifications of laptops: DELL Latitude, COREi7, SSD 250 GB, 8-10 GB of RAM, 15" with genuine Windows 10</p>						
3.2	Multi Task Printer	D	1	600.00	1	50.00	300.00
	<p>One printers will be required and the cost will be charged 50% to the project in the field office for printing, copying and scanning purposes.</p>						
3.3	Field Office Supplies	D	1	1,374.02	1	100.00	1,374.02
	<p>Under this item, ECW will provide the essential supplies to the field office. This will include 1) Desks/Tables, 2) Chairs and etc. This will be a one-time cost, and the bought items will be kept to be used for other interventions. This cost will be directly occurred for the project; and 100% of the costs is charged to this project while ECW covers the remaining costs. Excel sheet attached for further explanation.</p>						
	<b>Section Total</b>						<b>2,474.02</b>
<b>4. Contractual Services</b>							
4.1	Rentals Cars	D	3	750.00	6	100.00	13,500.00
	<p>Three vehicles will be rented to provide transportation facilities to the field staff for carrying out project-related activities. The cars will take the field staff to the target areas for assessment/survey purposes, distribution, and other project-related tasks. As per the geography and remoteness of the districts, one vehicle with minimum cost of USD 750 is charged per district to perform district project related tasks safely and timely. The vehicle is essential to be hired for all six months as per our previous experience in similar project. 3 Vehicles * 750 * 6 = USD 13,500</p>						
	<b>Section Total</b>						<b>13,500.00</b>
<b>5. Travel</b>							
5.1	Site Visits of Management Staff	D	4	440.00	3	100.00	5,280.00
	<p>ECW four main office staff Program Manager, Admin &amp; Logistics Manager, M&amp;E Manager and Finance Manager will visit the project implementation sites of Baghlan office of ECW, at least three times in over all period of project to ensure the set objectives are achieved and overall implementation is proceeding in a timely manner.</p> <p>Four persons will be paying visits for a total of three times during the life of the project. Three round-trip costs will be required. The amount will be paid to the travelling employees in cash as per travel authorization form.</p> <p>The Management staff will use the local transportation and Air travel services to travel to and from the province. Each visit will takes Four days in the field. The cost will include USD 30 per day for Accommodation cost, USD 30 local Transportation cost for round transportation, USD 170 for round tickets of Air transportation from Kabul to Balkh and USD 30 per day for Per Diem cost and in totals it becomes 30*4+30+170+30*4=440 USD per staff per visit. The total cost for 3 times visit of four staff will be 4 persons X \$440 X 3 times = \$ 5,280.</p> <p>Excel sheet attached for further explanation.</p>						
	<b>Section Total</b>						<b>5,280.00</b>
<b>6. Transfers and Grants to Counterparts</b>							
NA	NA	NA	0	0.00	0	0	0.00
	NA						
	<b>Section Total</b>						<b>0.00</b>

7. General Operating and Other Direct Costs							
7.1	ECW Main Office Rent Costs	D	1	600.0 0	6	20.00	720.00
	<i>20% of the main office Kabul rent will be charged to this project. ECW main office rent cost is USD 600 per month including taxes. ECW charged 20% of this rent to this project because it collectively with other projects reaches to cover the whole USD 600 rent for a month. 20% of the rent becomes USD 120 per month and in total USD 720 for six months.</i>						
7.2	Main Office Communication Costs	D	1	500.0 0	6	20.00	600.00
	<i>20% of the main office Kabul Communication Costs will be charged to this project. ECW main office communication cost is USD 500 per month including staff top up cards, internet cost and Postage &amp; Courier Services etc. ECW charged 20% of the communication cost to this project which becomes USD 100 per month and in total USD 600 for six months</i>						
7.3	Main Office Stationery Costs	D	1	300.0 0	6	20.00	360.00
	<i>20% of the main office Kabul Stationery Costs will be charged to this project. ECW main office stationary cost is USD 300 per month. ECW charged 20% of the stationary cost to this project which becomes USD 60 per month and in total USD 360 for six months.</i>						
7.4	Main Office Utilities	D	1	1,200 .00	6	20.00	1,440.00
	<i>20% of the main office Kabul utilities including electricity, heating, gas, washing and cleaning, edibles and generator fuel will be charged to this project. ECW main office average utilities cost is USD 1200 per month. ECW charged 20% of the utilities cost to this project which becomes USD 240 per month and in total USD 1440 for six months.</i>						
7.5	Main Office Vehicle Fuel and Maintenance	D	1	800.0 0	6	20.00	960.00
	<i>20% of the main office Kabul Vehicle Fuel and Maintenance Costs will be charged to this project. ECW main office vehicle rentals cost is USD 800 per month including vehicle rent, driver, fuel and maintenance. ECW charged 20% of the vehicle rental to this project which becomes USD 160 per month and in total USD 960 for six months.</i>						
7.6	Field Office Communication Costs	D	1	220.0 0	6	100.00	1,320.00
	<i>This will cover costs of field office internet and staff top-up cards for the target province of Baghlan. The internet monthly cost is \$100 and \$600 for 6 months. In this project the top up cards will be provided for 12 project staff including (1 Project Manager, 1 M&amp;E, 1 Admin&amp; Finance, 1 Compliant Feedback Assistant, 3 Community Mobilizers, 1 Data Entry Assistant, 1 Store Keeper and 3 Guards ). On average basis, \$10 will be provide to each project staff on monthly basis and \$120 for all 12 staff per month, and 720\$ for six months. Both total costs are 600\$ plus 720\$ equals to 1320 for 6 months. Excel sheet attached for further explanation.</i>						
7.7	Field Office Stationery Costs	D	1	250.0 0	6	100.00	1,500.00
	<i>This budget line will cover the monthly charges off office stationery, printer cartridges, printing of tokens, beneficiary selection forms and other project relevant documents will be covered. This cost will be directly occurred for the project; and 100% of the costs is charged to this project.</i>						
7.8	Field Office Running Costs	D	1	850.0 0	6	80.00	4,080.00
	<i>This budget line will cover the costs for 1) Fuel for Generator, 2) Utilities, 3) Office Supplies and 4) Office Maintenance in Baghlan field office. This cost will be directly occurred for the project; and 80% of the costs charged to the project. The filed office has collectively \$ 850 running cost per month and 80% of this will be \$ 680 and \$4,080 for six months. Excel sheet attached for further explanation.</i>						
7.9	Field Office Rent	D	1	500.0 0	6	80.00	2,400.00
	<i>This budget line will cover the rent of field office in Baghlan. This cost will be directly occurred for the project; and 80% of the costs is charged to this project. One filed office has \$500 rent cost per month 80% of this will be \$400 and \$2,400 for six months. Excel sheet attached for further explanation.</i>						
7.10	Bank Charges/ Hawala	D	1	120.0 0	6	100.00	720.00
	<i>This line covers both the bank charges and Hawala. The bank charges will be directly applied to bank whereas the Hawala charges will be applied to those costs send to the field for immediate actions.</i>						

	<b>Section Total</b>		<b>14,100.00</b>
<b>SubTotal</b>		5,042.00	<b>449,539.62</b>
Direct			449,539.62
Support			
<b>PSC Cost</b>			
PSC Cost Percent			7.00
PSC Amount			31,467.77
<b>Total Cost</b>			<b>481,007.39</b>

**Project Locations**

Location	Estimated percentage of budget for each location	Estimated number of beneficiaries for each location					Activity Name
		Men	Women	Boys	Girls	Total	
Afghanistan > Baghlan > Baghlan-e-Jadid	36.00000	0	0	0	0		FSAC: Activity 1.1.1:  FSAC: Activity 1.1.3:  Co... FSAC: Activity 1.1.5:  ... FSAC: Activity 1.1.6:  FSAC: Activity 1.1.8:  Project monitoring... FSAC: Activity 1.1.10:
Afghanistan > Baghlan > Dahana-e-Ghori	32.00000	0	0	0	0		FSAC: Activity 1.1.1:  FSAC: Activity 1.1.3:  Co... FSAC: Activity 1.1.5:  ... FSAC: Activity 1.1.6:  FSAC: Activity 1.1.8:  Project monitoring... FSAC: Activity 1.1.10:

Afghanistan > Baghlan > Doshi	32.00000	0	0	0	0	0	FSAC: Activity 1.1.1:  FSAC: Activity 1.1.3:  Co... FSAC: Activity 1.1.5:  ... FSAC: Activity 1.1.6:  FSAC: Activity 1.1.8:  Project monitoring... FSAC: Activity 1.1.10:
-------------------------------	----------	---	---	---	---	---	--

**Documents**

Category Name	Document Description
Project Supporting Documents	HAG Response To Endorsment.pdf
Project Supporting Documents	DIWG Endorsement for ECW Project Proposal 26026- FSAC 1st RA AHF.pdf
Project Supporting Documents	Protection Mainstreaming WG Endorsement.pdf
Project Supporting Documents	AAP Endorsement.pdf
Project Supporting Documents	Salary Scale ECW.pdf
Project Supporting Documents	PSEA TF_Network Endorsement for ECW Proposal RA1 2023.pdf
Budget Documents	Budget Excel Sheets for Explanation.xlsx
Budget Documents	Updated AHF Budget BoQ Sheet for Explanation.xlsx1.xlsx
Budget Documents	ECW Cost Shared Allocation Table 2023.xlsx
Project Supporting Documents	Travel Policy 2022.pdf
Project Supporting Documents	Baghlan Vehicle Contract.pdf
Project Supporting Documents	Rapid_Need_Assessment_Report_in_Baghlan_Province.pdf
Grant Agreement	GrantAgreement_CBPF-AFG-23-R-NGO-26026_ECW_FSAC_Signed.pdf
Grant Agreement	GrantAgreement_CBPF-AFG-23-R-NGO-26026_ECW__Signed. 31 August.pdf