



Rapid Response Fund

ACT Secretariat Approval

Project Code RRF 09/2022
Project Name Cash-Based Assistance for food and other immediate needs for earthquake affected families in Khost and Paktika Provinces in Afghanistan

The ACT Secretariat has approved the use of **USD100,000** from its Global Rapid Response Fund (GRRF22) and would be grateful to receive contributions to wholly or partially replenish this payment.

For further information please contact:

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Project Proposal

Emergency Prepared and Response Plan	
EPRP last updated	06-Jul-22
Do you have a Contingency Plan for this response?	No.
EPRP link on the online platform (or attach hard copy with proposal)	Attached

Please submit this form to the Regional Humanitarian Programme Officer in your region with a copy to the Regional Representative	Date submitted to ACT Secretariat
	07-Jul-22

Section 1 Project Data

Project Information	
Project Name	Cash-Based Assistance for food and other immediate needs for earthquake affected families in Khost and Paktika Provinces in
Project Code	09/2022
Country Forum	Afghanistan
ACT Requesting Member (if there are more than one member, please use ALT+<Enter> to add another member)	Community World Service Asia (CWSA)
Name of person leading the project	Ms. Shama Mall
Job Title	Deputy Regional Director – Programs and Organizational
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Location(s) of project (city / province)	Khost and Paktika Provinces in Afghanistan
Project start date (dd/mm/yyyy)	15/07/2022
Project end date (dd/mm/yyyy)	15/11/2022

Which sectors your response activities most relate to
(please indicate number of planned beneficiaries per organisation in each sector where you plan to give assistance)

Sectors	Member (Community World Service Asia)	
	Male	Female
Cash/ Vouchers	1,077	1,023
Camp Management		
Education		
Food/Nutrition		
Health		
Household items		
Livelihood		
Psychosocial		
Shelter		
Wash		

Section 2 Project Description

2.1 Context

1. CHS Commitment 1. Summarize the crisis event and how it is likely to develop over the duration of the project (maximum 5 bullet points)

- A devastating earthquake of 5.9 magnitude struck eastern Afghanistan in the early hours of Wednesday, 22 June 2022, killing over 1,000 people, leaving 1,455 wounded and over 1,900 homes damaged. Two days later, another earthquake of 4.2 magnitude struck Giyan district in Paktika Province, killing another 5 people and leaving 11 injured. According to the aggregated numbers reported by the Ministry of Public Health, 1,036 people have been killed and 2,949 injured in the provinces of Paktika and Khost.
- According to recent estimates, over 362,000 people have been affected by the earthquake and are in urgent need of USD 110.3 million in assistance over the course of next three months (July – September 2022).
- A preliminary analysis shows that the worst impacted districts are Barmal, Ziruk, Nika and Giyan located in Paktika Province and Spera and Shamal districts in the Khost Province.
- Crucial infrastructures, includes homes, health facilities, schools and water networks, have been severely damaged which left people, specifically children, women, elderly and persons with disabilities even more vulnerable.
- NFIs, food, healthcare, WASH and cash assistance are some of the immediate needs of the population.

2. CHS Commitment 1,2,3,4. Explain the impact of the crisis specific to the people you want to help (maximum 5 bullet points)

- Reports in Paktika Province suggest that nearly 738 people have been killed and 1,393 people injured, including children, adolescents and elders.
- Around 1,500 houses are completely or partially destroyed in Giyan district alone and people are in dire need of emergency shelters. According to WHO Afghanistan, some unconfirmed reports suggest that around 700 to 800 families in Barmal, Giyan and Spera districts are staying outdoors in the open due to the damage to their houses and the fear of aftershocks.
- Paktika had already been struggling with crisis, food insecurity and acute malnutrition. Now that the families have lost their limited food reserves during the earthquake, they're all the more vulnerable to the onset of coming harsh winter.
- The risk of water borne diseases, especially Acute Watery Diarrhoea (AWD) and a cholera outbreak has increased twofold in the aftermath of the earthquake.
- Geographically, the provinces worst affected are hard to access, owing to the terrain and poor transport infrastructure. The houses are made out of mud and stone and perched on unpaved mountains which is being cited as one of the main reasons for the high death toll.

3. CHS Commitment 9. Explain the availability of funding each of your organisation can access for this crisis. (maximum 3 bullet points)

- * CWSA immediately reached out to various donors in response to the crisis and received multiple funding commitments. So far, CWSA has received funds from CWS Japan to assist 200 families in Giyan district in Paktika Province.
- * ACT RRF is the readily available window that will help in scaling up the response in reaching out to more people in need.

2.2 Activity Summary

1. CHS Commitment 1, 2, 4. Explain your proposed project and why you have selected this particular response to the crisis. If multiple members are responding, please explain the role of each member in the coordinated response as indicated in your EPRP Contingency Plan.

CWSA intends to offer cash-based assistance for food and essential needs to a total of 300 households affected by the earthquake in Khost and Paktika Provinces. The project will provide USD 80 per month to each household for a period of three months. The monthly threshold of USD 80 per household has been derived from the Food Security and Agriculture Cluster (FSAC) guidelines (https://fscluster.org/sites/default/files/documents/mebcalpv4_0.pdf) that ensures the provision of food and other essential household items.

CWSA will conduct cash transfers through bank. But, direct cash transfers by hand will also be done due to inaccessibility of persons with disabilities and women to the bank, or any other challenges with the bank services (cash availability, service availability in the target districts). The target households will be informed and mobilized to spend most of the cash for food to ensure food security and for meeting the essential needs of the family, including medicine, rent or transportation.

The proposed response has been decided based on the immediate needs of the affected population and after evaluating the condition of the financial infrastructure in Paktika and a brief market analysis. Cash based assistance is not only the fastest mode of delivering assistance, it is also more empowering for people since it improves their purchasing power and allows them to use it as per their most pressing needs. It also has a multiplier effect on the local economy and helps local retailers and producers.

2. CHS Commitment 2. Explain how you will start your activities promptly. *Project implementation should start within two weeks. The project should be a maximum of 6 months.*

CWSA has been actively engaged in the relief efforts since the earthquake struck. Within 24 hours of impact, multi-sectoral assessment teams were deployed in Afghanistan, including CWSA as one of the partner team. CWSA assisted in the initial needs assessment in collaboration with OCHA, Inter-Cluster Coordination Team, Disaster Response Management Team (DRMT) , Community Development Council (CDCs) and other NGOs. The selection criteria was developed and project participants were identified in coordination with the Joint Assessment Team and the Disaster Response Management Team in Giyan district of Paktika Province. Cash assistance to 200 families has already been delivered in Giyan district, so the system for the Cash Transfer Project (CTP) is already in place. The office has been set up, the linkages with all relevant actors have been established and the staffing requirements are being addressed. CWSA is mobilizing funds to further extend the cash assistance to more affected households.

3. CHS Commitment 6. How are you co-ordinating and with whom? *Coordination ensures complementarity of interventions within forum members and other humanitarian actors to maximise the use of our resources and will address all unmet needs*

CWSA is an active member of Cash & Voucher Working Group (CVWG), Food Security and Agriculture Cluster (FSAC), UN-OCHA, Health, Emergency Shelter and Non-Food Items (ES/NFI), Nutrition, WASH, Child Protection, and Disaster Risk Reduction Working Group (DRRWG) clusters at regional and national levels, as well as various thematic/technical Working Groups. CWSA is participating in the cluster meetings on a regular basis and updating the *ReportHub* which is an online reporting platform that addresses the gaps in reporting operational data across organisations and streamlines the information flow among clusters, working groups, partners, and the Humanitarian Country Team in support of the Humanitarian Response Plan. CWSA is in close coordination with Disaster Response Management Team (DRMT) which is represented by Directorate of Economy, Afghanistan National Disaster Management Authority and Directorate of Refugees and Repatriation. DRMT is coordinating this response and are allocating target areas to the organizations for response. DRMT has Community Development Council (CDCs) and district governor at local level to support the organizations locally. CWSA is also in coordination with district governor and CDC members and approach to the affected communities through them. CWSA is also in regular contact with ACT Alliance Network partners in Afghanistan to ensure coordinated response.

4. CHS Commitment 3, 9. How are you planning to procure your goods or services? (This includes cash transfer methodologies) Please tick boxes that apply. *Goods and services procured locally supports and revitalises economic activity either as livelihood for people or income for small businesses.*

Locally or within the affected areas	✓	Nationally		Regionally or neighbouring countries		Internationally	
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Do you have a procurement policy? What factors did you consider when you made this decision?

CWSA has a procurement policy for Afghanistan and as per the policy guidelines an assessment was conducted to evaluate the service providers for cash transfer project (CTP). It was decided on the basis of the assessment and on previous experience that cash transfers conducted through Azizi Bank are timely and hassle-free, the process is transparent and the team is efficient in timely delivery of assistance to the affected population.

2.3 Description of Target Population

1. CHS Commitment 1, 9. How do you calculate the beneficiary numbers for this project? *For example, food and hygiene kits given to 2500 families, and 1 family = x beneficiaries.*

CWSA intends to offer cash-based assistance for food and essential needs to a total of 300 households, during the 4 month project, to affected households of Khost and Paktika provinces. The project will provide USD 80 per month to each household, in 3 tranches (total of USD 240 to each HH). Out of the 300 households/direct beneficiaries, assistance will be given to 70% males (210 HHs) and 30% females (90 HHs includes women headed HHs, single women, women with disabilities, pregnant women or lactating women).

The project aims to support 100 households in Khost Province and 200 households in Paktika Province. However, exact division of number of households will be decided in coordination with Disaster Response Management Team. According to the World Bank population statistics report for Afghanistan, the average HH or family comprises of 7 members, therefore 2,100 (300 HHs x 7 persons) will be directly benefited from this assistance.

2. CHS Commitment 1, 2, 3, 4. Which vulnerable groups are you specifically targeting? What makes them vulnerable? *Please explain.*

The project participants will be identified through a Joint Assessment Team which includes CWSA, relevant government departments, relevant UN agencies, and I /NGOs. The selection criteria has been developed in agreement with them. In general, women and children are given priority in the selection process, given they are the ones who are most affected in any crisis situation. The project selection criteria is as follows:

- Households with orphans, injured or who have lost family members.
- Families living in open spaces and whose houses are fully/partially destroyed.
- Women-headed and child headed households.
- Households with pregnant and lactating mothers, elderly, chronically ill people and persons with disabilities.
- Families living in damaged, makeshift and poor shelter conditions.
- Large families (7+ members).
- Families with low income, elderly, disabled and women headed households.

In general women and children will be given priority in the selection process given they are the ones who are mostly affected with any such crisis. As such women headed households, widows, persons with disability, elderly, households with orphans and family with bigger number of members etc. will be prioritized. Gender, age and disability will be the cross-cutting themes of the project.

3. CHS Commitment 4. Explain how the target population has been/is involved in the design of the proposed intervention *(maximum 5 bullet points)*

* Local community involved in the needs assessment process which was conducted within 24 hours of impact by UN and NGO partners.

* CWSA was part of the coordination mechanism in the country, which assisted in the initial joint multi-sectoral need assessment, working in collaboration with OCHA, Inter-Cluster Coordination Team, Disaster Response Management Team (DRMT) , Community Development Council (CDCs) and other NGOs.

2.4 Expected Results

1. What will this project's success look like based on your time frame? *Please write your activities milestones including dates.*

It is expected that the project will be 100% successful in achieving its targets. The key activities and tentative timelines are as follows:

1. Coordination meeting with relevant government department, CDC, UN clusters, NGOs and bank authorities. (1st month)
2. Project registration with the Ministry of Economy and project introduction letter to the relevant provincial government bodies. (1st month)
3. Survey for selection of project participants in the targeted communities to select target households for Pre-Cash Verification process. (1st month)
4. Signing service contract with bank and sharing verified list and the distribution schedule to distribute cash to the selection project participants. (1st month)
5. Cash distribution through bank transfer and door to door distribution. (1st, 2nd and 3rd month)
6. Post verification monitoring of the distribution. (2nd & 3rd month)
7. Post Distribution Monitoring (4th month)

2. Describe the risks to a successful project and how you are managing them.

Programmatic risks:

1. Affected districts of Khost and Paktika provinces pose several logistical challenges owing to the remoteness of the area, poor infrastructure and rugged terrain. There has been heavy rainfall lately resulting in landslides and poor road conditions hampering the mobility of the humanitarian workers. CWSA will establish temporary offices in affected communities and monitor the weather for cash distribution activity.
2. Delays in transfer of funds to Afghanistan due to current banking challenges and sanctions on Afghanistan can affect timely distribution of cash to affected families. CWSA has proposed a fund transfer mechanism with private bank, that will potentially be successful in swift transfer of funds based on experiences in past few months.
3. Mobile towers have been destroyed in majority parts of both the provinces so communication with stakeholders will be a challenge. CWSA teams will be present on-ground to ensure coordination and monitoring processes. The budgeting will take into account the adequate human resource and operational costs.

Contextual risks:

1. Women affectees are difficult to access owing to the mobility restrictions placed by the Taliban administration. CWSA team will engage women social mobilizers, community elders and CDCs to increase women participation in the project, ensuring cash delivery to women at the door steps so they can receive the support while staying at home.
2. Lack of access and documentation for cash withdrawal from the bank, this will delay the cash distribution process. The project team with the support of CDCs and community elders will explain the process of cash distribution in detail at the start of the project. Though the mode of assistance will be via bank transfers, but door-to-door cash assistance will be provided to vulnerable groups.

Institutional risks:

There's lack of clarity on the roles and responsibilities within the local government and the Community Development Councils (CDC) structures in the area, which slows down the coordination mechanisms. To overcome the coordination gaps, the team will ensure continuous involvement of communities, CDCs and the government authorities throughout the implementation of the project. The team has already established strong linkages with all relevant stakeholders including clusters, UN agencies and other NGOs, relevant government directorates, community development councils (CDCs), village

2.5 Monitoring, Accountability & Learning

1. CHS Commitment 7. Describe how you will monitor the project. What monitoring tools and process will you use? How will you gather lessons from the project?

Monitoring, Evaluation, Accountability and Learning (MEAL) will be embedded throughout the project implementation and monitor the project's performance on a regular basis to ensure objectives and intended outcomes are being achieved and whether activities are responsive to needs of the communities. MEAL team will conduct regular monitoring and verification of the process for correction purposes and recording lessons learnt use different approaches by conducting monitoring visits physically and/or virtually via phone.

CWSA follows the CHS as a regular practice in monitoring and evaluations of its projects. In line with CHS 7.1, 7.2 and 7.5, the MEAL team will ensure the inclusion of community, transparency of the implementation process and addressing the feedback and complaints highlighted by the communities to ensure the recording of experiences and lessons learnt during the implementation of a project cycle and are accessible throughout the organization in the form of reports.

MEAL will be conducted with pre and post-verification of at least 15% (45 HHs) of the total selected project participants (300 HHs) for verification against the agreed selection criteria before the distribution of 1st tranche of cash assistance and after the 1st and 2nd tranches to measure that the selected participants received the cash, amount of cash they received, whether they incurred any charges, accessibility to cash distribution modality etc.

Post-Distribution Monitoring (PDM) will be carried out after the 3rd tranche to collect and evaluate the effectiveness and utilization of the assistance provided to selected project participants and measure the impact of the cash assistance on the basis of sex, age and vulnerabilities following inter-cluster Cash PDM standard forms.

2. CHS Commitment 8. Does your organisation have a Code of Conduct? Have all staff and volunteers signed the Code of Conduct? *We may ask you to submit copies of the signed Code of Conduct. You can use ACT Alliance's Code of Conduct if your organisation does not have one.*

The Code of Conduct practiced at CWSA are as follows:

- Principles of Conduct for the International Red Cross and Red Crescent Movement and NGO's in Disaster Response Programs;
- ACT Alliance code of conduct for the prevention of sexual exploitation and abuse, fraud and corruption and abuse of power
- Code of Good Practice for the ACT Alliance
- Child Protection Code of Conduct
- Core Humanitarian Standard (CHS)

All staffs are given orientation and refreshers on these Code of Conduct and they are briefed about the behaviour the organization expects from them. Staff also sign a Code of Conduct when they join. These Code of Conduct are also part of staff contract as well as contracts of vendors and consultants. During mobilization of target communities and establishing the Complaints and Feedback Mechanism, target communities are also made aware about the behaviour they should expect from CWSA staff or anyone representing the organization.

3. How will you ensure you and all stakeholders will be accountable to the affected population. How will you share information. How will you collect and use feedback and complaints? CHS 4 and 5

CWSA adheres CALP framework and CHS commitments to communities and people affected by crisis that encapsulate principled, accountable, and good quality in humanitarian action. CWSA acknowledges and respects the right of communities' and stakeholders' access to information, complaints and feedback to ensure receiving feedback from the selected participants through its CFM as the CFM channels are shared during the implementation of the activities in the form of verbal messages and through printed material (banners) considering the needs of the people with specific challenges.

CWSA will ensure information sharing about its mechanism, including type of complaints & feedback that can be given, expected behaviour from CWSA staff or anyone representing CWSA, how to access CFM, and what to expect in terms of process and response. Sessions on the objective and process of CFM will be conducted for project staff and CDCs' members for their understanding, so they may further disseminate CFM information to other project participants to safely raise a concern, and provide feedback if they have any regarding the project through complaint boxes, CFM phone number and face to face during field visits of the team.

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Rapid Response Fund

Financial Budget and Report

Project Code: 09/2022

Project Name: Cash-Based Assistance for food and other immediate needs for earthquake affected families in Khost and Paktika Provinces in Afghanistan

Implementing Period: 15 July 2022 to 15 November 2022 (4 Months)

Location: Khost and Paktika Provinces in Afghanistan

Budget Exchange rate (1 USD to local currency): **0.01124**
 Please use exchange rate from this site: <http://www.floatrates.com/historical-exchange-rates.html>

Description	Type of Unit	No. of Units	Unit Cost		Budget		
			local currency	USD	local currency	USD	
DIRECT COSTS							
1 PROJECT STAFF							
1.2.1. Project Manager (10%)	Months	3	177,021	1,989	53,106	597	
1.2.2. Project Officer (100%)	Months	3	71,200	800	213,600	2,400	
1.2.3. HR Officer (10%)	Months	3	71,200	800	21,360	240	
1.2.4. Documentation and Communication Officer (10%)	Months	3	71,200	800	21,360	240	
1.2.5. Community Mobilizers, 3 persons (100%)	Months	9	40,050	450	360,450	4,050	
1.2.6. Senior Program Development Officer (15%)	Months	3	89,000	1,000	40,050	450	
TOTAL PROJECT STAFF					709,926	7,977	
2 PROJECT ACTIVITIES							
2.1. Cash/Vouchers							
2.1.1. Cash for Food	HH	300	21,360	240	6,408,000	72,000	
2.1.2. Service charges	Transfers	300	2,225	25	667,500	7,500	
TOTAL PROJECT ACTIVITIES					7,075,500	79,500	
3 PROJECT IMPLEMENTATION							
TOTAL PROJECT IMPLEMENTATION					-	-	
4 QUALITY AND ACCOUNTABILITY							
4.4. Communication and visibility	Months	3	17,800	200	53,400	600	
4.5. Monitoring & evaluation	Trips	3	26,700	300	80,100	900	
4.6. Audit	Nos	1	71,200	800	71,200	800	
TOTAL QUALITY AND ACCOUNTABILITY					204,700	2,300	
5 LOGISTICS							
5.1.2. Vehicle Rental/forfiet	Months	3	160,064	1,798	480,191	5,395	
5.1.3. Fuel & Maintenance	Months	3	31,150	350	93,450	1,050	
TOTAL LOGISTICS					573,641	6,445	
6 PROJECT ASSETS & EQUIPMENT							
TOTAL PROJECT ASSETS & EQUIPMENT					-	-	
TOTAL DIRECT COST					8,563,767	96,222	
INDIRECT COSTS: PERSONNEL, ADMINISTRATION & SUPPORT							
Salaries (Senior Management) 5%	Months	3	178,000	2,000	26,700	300	
Salaries (Driver/Support Staff)(100%)	Months	3	22,250	250	66,750	750	
Salaries (Interns) 2	Months	6	13,350	150	80,100	900	
Staff salaries - Cost shared					173,550	1,950	
Office rent, utilities & Maintenance	Months	3	17,800	200	53,400	600	
Office Equipment, Building Repair & Maintenance	Months	3	13,350	150	40,050	450	
Office supplies & stationery	Months	3	9,746	110	29,237	329	
Telephone, Mobile, Internet and fax/Membership	Months	3	13,332	150	39,997	449	
Office Operations					162,683	1,828	
TOTAL INDIRECT COST: PERSONNEL, ADMIN. & SUPPORT					336,233	3,778	
Percentage of Indirect Costs against Total Budget					4%	4%	
Total Budget					8,900,000	100,000	