REFUGEE AFFECTED AND HOSTING AREAS (RAHA) PROGRAMME

RAHA PROGRAM DOCUMENT:

2020 - 2022

UNHCR — The UN Refugee Agency

UNHCR — The UN Refugee Agency

RAHA — THE REFUGEE AFFECTED & HOSTING AREAS PROGRAMME

10 YEARS OF RAHA IN PAKISTAN

REFUGEE AFFECTED AND HOSTING
AREAS (RAHA) PROGRAMME

RAHA PROGRAM
DOCUMENT:
2020 - 2022

CONTENTS

EXECUTIVE SUMMARY

The government and the people of Pakistan have generously hosted Afghans for over forty years. While more than 4.3 million Afghans have voluntarily repatriated to Afghanistan since 2002 till June 2020, over 1.4 million registered Afghan refugees still reside in Pakistan, constituting the world's second largest displaced population as well as the largest protracted situation under UNHCR's mandate.

Recognizing the socio-economic, financial, environmental and political consequences of the prolonged stay of Afghan refugees on the host country and communities, the 2005 Brussels Conference paved way for the conceptualization of Pakistan's Refugee Affected & Hosting Areas (RAHA) Programme, as a unique holistic platform for bridging humanitarian assistance with long-term development.

RAHA was launched in 2009 as a 5-year government-led Programme with financial support from several donor countries and the United Nations. RAHA seeks to (a) increase tolerance towards Afghan refugees in Pakistan; (b) improve social cohesion to promote co-existence between Afghan refugees and their hosts; (c) provide both the host communities and Afghan refugees with development and humanitarian assistance; and (d) empower youth by assisting them to make their own decisions.

UNHCR Pakistan implemented more then 630 projects to-date in all four provinces of Pakistan and former Federally Administered Tribal Areas, benefiting Pakistani citizens and Afghan refugees by enhancing access to and improving quality of public services' delivery. Targeted projects in the sectors of health, education, water, sanitation and hygiene, livelihood, infrastructure and social protection are carefully calibrated based on comprehensive needs assessment to support the overall objectives of the Programme, including improved livelihoods, rehabilitation of environment and enhanced social cohesion between the communities in refugee affected and hosting areas.

RAHA became a fundamental component in the implementation of the regional Solutions Strategy for Afghan refugees (SSAR) in Pakistan, as well as an important element of the government's strategies and policies on the management of Afghan refugees. The RAHA initiative remains a principal responsibility-sharing platform for maintaining temporary protection space and enhancing community acceptance of Afghan refugees in Pakistan until their voluntary repatriation to Afghanistan.

This revision of the 2014 - 2017 RAHA Programme Document aims to (i) extend the Programme to 2022, in line with the SSAR platform; (ii) embed RAHA Phase III (2020 - 2022) within the present day realities in Pakistan; and (iii) ensure that its strategic directions and processes are fully aligned with the SSAR and the United Nations One Programme Phase III (OP-III). The latter will help to ensure that the RAHA Programme is not perceived as a stand-alone initiative but rather a comprehensive and unifying platform that seeks to capitalise on and further nurture synergies, partnerships and coordination among different stakeholders, including the relevant government authorities, UN agencies, public representatives, non-governmental organizations (NGOs) and beneficiaries themselves.

This revised Programme Document outlines RAHA's historical perspective and impact since its inception in 2009. It also describes the linkages of RAHA with other strategies and Programmes and explains in detail how the Programme activities are planned, managed, implemented and monitored.

Other important elements of the revised document include simplified procedures and processes, greater emphasis on synergies, balanced transition from short-term aid to long-term development assistance, as well as renewed focus on enhanced visibility and pro-active joint resource mobilization.

The revision of the document was necessitated by the evolving community needs at the provincial and national levels. The major recommendations from the RAHA Impact Assessment, conducted for RAHA projects implemented from 2009 to 2016, have been incorporated in the revised document.

It is hoped that the revised Programme Document will serve as a valuable basis for the continuation of RAHA, allowing the Programme the flexibility to respond to quickly changing realities and needs, and thereby resulting in even greater impact and benefits for Afghan refugees and Pakistani communities that have generously hosted them for more than four decades.

THE RAHA PROGRAMME

CHAPTER-1:
THE EVOLUTION OF RAHA

1.1: Situation of Afghan Refugees in Pakistan

As a consequence of the Soviet invasion of Afghanistan in 1979, factional fighting in the post 1992 era, drought in 1999-2000 and 2001 situation (post 9/11), over 4.4 million recorded Afghans sought refuge in Pakistan during the period from 1979 to 2001. The Government of Pakistan (GoP), who granted prima facie status to t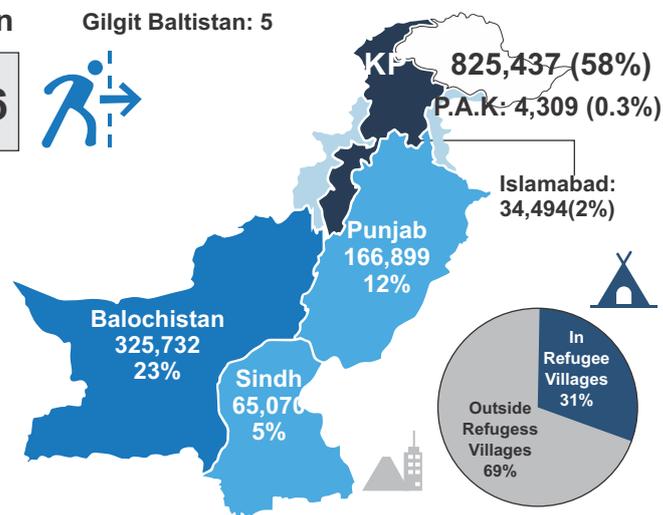he first wave of refugees ensuring their international protection. Together with United Nations High Commissioner for Refugees (UNHCR) and the international community, the Government established Commissionerate for Afghan refugees (CARs) to manage wide ranging affairs concerning Afghan refugees in Pakistan.

Remaining Registered PoR cardholders in Pakistan

Gilgit Baltistan: 5

Total No. of afghan Refugees (PoR card-holders) in Pakistan

1,421,946

KP 825,437 (58%)
P.A.K.: 4,309 (0.3%)

Islamabad: 34,494(2%)

Women & Children 69%

Children 44%

Male 54%

Female 46%

Punjab 166,899 12%

Balochistan 325,732 23%

Sindh 65,070 5%

In Refugee Villages 31%

Outside Refugess Villages 69%

* The above figures are as of July 2020.

Since 2002 till July 2020, 4.38 million Afghan refugees have voluntarily repatriated to their home country with the assistance of the UNHCR and Governments of Pakistan & Afghanistan. In 2017, just over 59,000 Afghans (10,727 families) voluntarily repatriated to Afghanistan. Whereas, in 2018 over 14,000 and in 2019 6,220 Afghan refugees voluntarily repatriated.

As of July 2020, 1.416 million registered Afghans refugees are living in Pakistan; Khyber Pakhtunkhwa: 58%; Baluchistan: 23 %; Punjab: 12 %; Sindh: 5 %, the balance in Islamabad Capital Territory & AJK. *(Source:)*.

Out of these 1.4 million registered Afghan refugees, some 439,000 (31%) are living in Refugee Villages (RVs) and the rest live within the host communities in urban areas as follows:

a. Around 825,000 registered Afghan refugees live in KP province, out of which 93 per cent are living in 11 districts i.e. (Peshawar, Haripur, Nowshera, Kohat, Mansehra, Swabi, Hangu, Mardan, Lower Dir, Charsadda, Abbottabad);

b. Around 325,000 registered Afghan refugees live in Baluchistan province, out of which 98 per cent live in six districts of Baluchistan i.e. (Quetta, Pishin, Chagai, Killa Saifullah, Loralai, Killa Abdullah); and

c. Around 166,000 registered Afghan refugees are living in Punjab province, out of which 75 per cent live in four districts of Punjab i.e. (Attock, Rawalpindi, Mianwali, Chakwal and Lahore).

There were 340 refugee camps (mainly in KP and Baluchistan), but the majority were slowly closed during mid-2000s, due to multiple reasons. As of July 2020 there are 54 (43 in KP, 10 in Baluchistan & 1 in Punjab) Refugee Villages (RV) hosting one third of the registered Afghan refugees. The rest migrated towards urban areas of Pakistan, particularly Karachi, Lahore, Peshawar and Quetta. In addition to the registered Afghan refugees, approximately, 0.87 million Afghan Citizen Card (ACC) holders and estimated 0.3 to 0.5 million undocumented Afghans are also spread out in refugee villages as well as the urban centres. This migration has exerted considerable pressure on

education, health, water, sanitation and hygiene (WASH), livelihood and the environment, particularly in these major cities.

Over the years, Afghan refugees, the extent of voluntary repatriation has fluctuated due to security, political and economic situation in Afghanistan, whilst Afghans shifting back to Pakistan, due to a non-conducive environment in their home country, has continued at various scales. Thus, the number of registered and unregistered Afghans in Pakistan has fluctuated but remained always more or less the same depicted in the preceding discourse.

1.2: Origin of the RAHA Programme

In **February 2005**, the European Union (EU) and UNHCR co-chaired high-level consultations in Brussels with the governments of Afghanistan, Iran and Pakistan on how to manage population movements to and from Afghanistan. At that point in time, more than 3.5 million Afghan refugees had already returned home through UNHCR's Voluntary Repatriation Programme, but around 2-3 million Afghans remained in the two hosting countries, Iran and Pakistan. Support to the host communities was one of the important conclusions.

During **2006-2008**, a series of assessments were carried out on the impact of Afghan refugees in Pakistan, which *inter alia* also served to profile Afghan/local settlements that could be targeted for pilot RAHA activities. Other assessments included: an analysis of UN Pakistan's institutional capacity; a new challenge posed by Temporary Displaced Persons (TDPs); a review of the UN Pakistan UNDAF; and of UN's approach to natural disasters. Following a series of consultative workshops and meetings, and using findings of various assessments, UN joint Programme for Disaster Risk Management (DRM) was established. Under the 'One UN' umbrella, the inclusion of the Afghan population in the national development plans was promoted thus reducing the need for a specific and parallel structure of facilities mainly targeting Afghans. The RAHA Initiative became an integral component of this UN joint Programme, which was launched in 2009 as the One UN Programme.

On **15 May 2009**, the RAHA Programme Document was signed by the Government of Pakistan represented by Ministry of States and Frontier Regions (SAFRON), Economic Affairs Division (EAD) and a consortium of United Nations (UN) agencies[1]. This five-year Programme **(2009 – 2013)** aimed to respond to the political, socio-economic, financial and environmental consequences associated with hosting Afghan refugees for many years Afghan refugees. It also aimed at preserving asylum space in Pakistan by supporting local communities in areas where refugees are hosted. RAHA supports education, health, WASH, infrastructure, livelihood and environment in hosting areas to mitigate the impact of the refugee population living alongside the local communities.

In **May 2012**, at the international stakeholder's Conference hosted by UNHCR in Geneva, the Solution Strategy for Afghan Refugees (SSAR) was endorsed until 2017. A major theme of the SSAR was to give support to refugees' hosting communities in Pakistan. As the ongoing RAHA Programme was designed to fulfil this objective, it became an important component of the SSAR. Therefore, the RAHA document was revised in **December 2015** and the RAHA Programme was extended to a second phase **(2014-2017)**.

2014-2017: RAHA was initially aimed to be a five-year Programme, but due to its success and implementation within the government and UN agencies, it was decided mutually by the government and UNHCR to extend it for four more years. The aim and objectives of the Programme remained the same, but with more effective implementation modalities and emphasis on the communities' participation during the identification, selection and implementation of projects.

After the expiry of the second RAHA document 2014 - 2017, there was a need to review the RAHA procedures and processes. The agreements on all the new recommendations took time, but during the year 2018 – 2019 UNHCR and Chief Commissionerate for Afghan Refugees (CCAR) decided to continue working on the RAHA programme as per already approved document.

2020-2022: Despite the considerable voluntary repatriation of Afghan refugees in 2016, the number of registered Afghan refugees in Pakistan is still 1.4 million. Taking these factors into account, it was decided by UNHCR and the Government of Pakistan that the RAHA Programme should continue beyond 2017. Therefore, with this document the RAHA Programme has now been extended from 2020 – 2022.

1.3: Objectives of the RAHA Programme

The overall objectives of RAHA is to increase tolerance towards Afghan refugees in Pakistan; improve social cohesion to promote co-existence between Afghan refugees and their hosts; provide both the host Pakistani communities and Afghan refugees with development and humanitarian assistance and empowering youth through skills development and vocational training.

Public services will be improved, and policies made more effective by strengthening the capacities of the government, community institutions and vulnerable groups. Crosscutting issues under the UN One Programme (see 2.4) in relation to human rights, gender equality, civil society engagement and refugees are also addressed through RAHA interventions. Peaceful co-existence between the communities will safeguard a more predictable stay for Afghan refugees until they can voluntarily repatriate to Afghanistan.

1.4: Need for Revision of 2014-2017 Programme Document

The RAHA initiative was conceived as a five-year Programme (2009-2013). In May 2012, it became an integral component of the regional SSAR (also see Chapter-2, Paragraph 2.2). It was also agreed that it should continue beyond 2013 (the original end date of the RAHA initiative) and coincide not only with the time frame of the SSAR (2012-17) but also of the One UN Programme (2009-17). These new linkages were reflected in the revision of the initial 2009 RAHA Programme Document.

Besides, owing to experiences gained and lessons learnt in the first phase (2009-13) of RAHA's interventions, most stakeholders felt that the elaborate plans, management and operational processes and fora set out in the initial RAHA Programme Document were somewhat complex and had even become impracticable in view of the fast changing ground realities.

In the two-day RAHA Retreat (November 2013) that brought together key stakeholders for this initiative: EAD, SAFRON, Chief Commissionerate for Afghan Refugees (CCAR), RAHA Secretariat, RAHA Cell, provincial CARs and UN agencies; it was decided to revise the original 2009 RAHA Programme Document to take into consideration various changes that had taken place since it was first conceived, such as the Phase II of the One UN Programme (OP-II); and incorporating RAHA into the regional SSAR.

Since RPD 2014-17 was in vogue till 2020 therefore the revision will be done to the same document from 2020-22. This revision of the 2014- 2017 RAHA Programme Document aims to (i) extend the Programme to 2022 in line with the SSAR platform; (ii) embed RAHA (2020 - 2022) within the present day realities in Pakistan; and (iii) ensure that its strategic directions and processes are fully aligned with the SSAR and the United Nations One Programme Phase III (OP-III). The latter will help to ensure that the RAHA Programme is not perceived as a stand-alone initiative but rather a comprehensive and unifying platform that seeks to capitalise on and further nurture synergies, partnerships and coordination among different stakeholders, including relevant Government authorities, UN agencies, public representatives, non-governmental organizations (NGOs) and beneficiaries themselves.

RAHA'S LINKAGES WITH OTHER KEY STRATEGIES/PROGRAMMES

The regulatory framework for the management of Afghans in Pakistan is governed by several instruments namely: the Tripartite Commission Agreement between the Governments of Pakistan, Afghanistan and UNHCR, regional Solutions Strategy for Afghan Refugees (SSAR), the National Policy for the Management and Repatriation of Afghan Refugees, Comprehensive Response for Refugees Framework (CRRF), Urban Refugees Policy and Youth Empowerment Strategy.

2. 1: Tripartite Commission Agreement

UNHCR hosted and Chaired the 30th Tripartite Commission Meeting in Islamabad, Pakistan on 18th June 2019. The representatives of Pakistan, Afghanistan and the UN Refugee Agency (UNHCR) underlined their commitment to assist Afghan refugees in Pakistan and to pro-actively work towards their voluntary repatriation and sustainable reintegration in Afghanistan.

The Tripartite Agreement was signed by Pakistan, Afghanistan and UNHCR. All parties reiterated their commitment to joint resource mobilization and lasting solutions to the protracted displacement of Afghan refugees for their sustainable return and reintegration in Afghanistan.

All parties also reaffirmed their commitment to the SSAR and to continue dialogue to explore the relevance of the Comprehensive Refugees Response Framework (CRRF).

2.2: Solutions Strategy for Afghan Refugees (SSAR)

The multi-year regional Solutions Strategy for Afghan Refugees (SSAR), developed by Islamic Republics of Pakistan, Iran and Afghanistan with the support of UNHCR, adopted in May 2012, offers a comprehensive regional framework for joint interventions aimed at facilitating voluntary return and sustainable reintegration of Afghan refugees, while at the same time providing assistance to the host communities. It forms a cornerstone for the protection policies and SSAR of the Government and UNHCR. The RAHA Programme is a key component of this strategy in Pakistan.

THREE PILLARS OF THE SSAR:

- Creating conditions conducive to facilitating voluntary repatriation through community-based initiatives in areas of high return in Afghanistan;

- Building Afghan refugee capital in host countries based on livelihood opportunities in Afghanistan to enable sustainable reintegration;

- Preserving protection space in host countries, including enhanced support for communities hosting refugees.

2.3: National Policy on Management and Repatriation of Afghan Refugees

In February 2017 the Government of Pakistan adopted a new National Policy on Management and Repatriation of Afghan Refugees which contained a number of measures to deal with and manage Afghan refugees in Pakistan as well as the implementation of the SSAR within its domestic policy. The following are the main salient features of this policy.

- Extension in validity of POR cards and Tripartite Agreement and continue with voluntary and gradual repatriation.

- Flexible visa regime for POR card holders (students, businessmen, skilled/unskilled labour, spouse and health care)

- Documentation of unregistered Afghans (funded by Government of Pakistan)

- Regulated border management

2.4: UN-One Programme

The national Programme framework of the UN system in Pakistan is the UN One Programme, which supports national priorities in Pakistan. Launched in 2009, at the same time as the RAHA initiative, RAHA has been an integral component of this "UN Delivering as One" Programme.

RAHA was also a part of Phase-I (OP-I) of the five Joint Programmes, where it was reflected in the second component (i.e. Joint Programme Component 2 – JPC2) involved in a community mobilisation approach to improve the condition of refugees and hosting communities and provide essential services and livelihood generation.

Following a review of OP-I, and a need for a more flexible approach to partnerships, the second phase (OP-II: 2013-2017) was grouped under six Strategic Priority Areas (SPAs) which reflected priorities identified through national and provincial consultations and a review of key national frameworks and strategies. At the successful culmination of OP-II, UN initiated OP-III in collaboration with the Government.

2.4.1 OP-III

Pakistan has taken the lead in adopting the 2030 agenda for Sustainable Development and its 17 ambitious Sustainable Development Goals (SDGs), becoming one of the first countries in the world to take up their pledge – to transform lives and protect the planet. The United Nations (UN) systems dedicated partnership with Pakistan is built around a shared purpose: "Delivering as One" to achieve the SDGs. The 2018 – 2022 UN Sustainable Development Framework (UNSDF) / One Programme III (OP III) for Pakistan reaffirms the partnership between the government and the UN, outlining our collective aspirations for a new reality for Pakistan. A reality free from poverty and deprivation, in which no one is left behind, and in which the environment is protected. A reality in which development is measured both by the richness of the economy, and by the richness of human lives. The most disadvantaged groups in Pakistan, especially those who suffer under the weight of multi-dimensional poverty, will be at the forefront of UN efforts in partnership with the government – making sure that their voices are heard, their burdens alleviated, their needs met, and their rights upheld. The principle of "leaving no one behind" will be the cornerstone of our work.

The OP III encompasses ten outcome areas around which the UN system will develop its joint work plan for the 2018-2022 period.

Increased efforts are being made to streamline refugee issues into the national and provincial development Programmes and within the UN system by using RAHA and OP-III Programmes. Under OP-III, RAHA will continue to engage UN partners and relevant government agencies to promote peaceful co-existence, improve social cohesion and temporary stay for refugees.

SSAR	RAHA 2020-2022	OP-III 2018-2022
Supporting voluntary repatriation		
Enhancing access to shelter and essential social services	Restoration of social services and infrastructure	Health & Wash: have access to, benefit from, improved universal health coverage Nutrition: improved nutritional status
Creating and diversifying livelihood opportunities	Improved livelihoods and local economies	Economic Growth: Improved inclusion and sustainable economic growth Decent Work: improved access to productive livelihoods, income opportunities
Enhancing social and environmental protection by supporting peaceful co-existence between refugees and host communities	Greater social cohesion through community development Improved social protection for co-existing Pakistani and Afghan communities	Social Protection: the people of Pakistan, especially the most vulnerable and marginalised, benefit from effective social protection systems.
Strengthening the capacity development of national authorities, organizations and communities		Resilience: resilience of the people of Pakistan, especially the most vulnerable populations is increased.
	Restoration and improvement of the environment	
		Gender equality and rights
		Agriculture and Food Security: have improved availability and access to enough food.
		Governance: improved access to more accountable, transparent, and effective governance mechanism and rule of law.

SAFRON is flag bearer for SSAR-related/other policies and Programmes for dealing with all Afghan refugees' matters and implement these via its dedicated offices of CCAR and CARs. Humanitarian and development activities are part of RAHA's overall scope whose primary goal is to create social cohesion between Afghan refugees and their host-communities until their safe return to Afghanistan

2.5: Comprehensive Refugee Response Framework (CRRF):

The New York Declaration, known as the Comprehensive Refugee Response Framework (CRRF) lays out a vision for a more predictable and comprehensive response to the refugee crises. It calls for greater support to refugees and the countries that host them. At the heart of this approach is the idea that refugees should be integrated into the host communities from the very beginning. When refugees gain access to education and labour markets, they can build their skills and become self-reliant, contributing to local economies and fuelling the development of the communities hosting them. Allowing refugees to benefit

from national services and integrating them into national development plans is essential for both refugees and the communities hosting them and is consistent with the pledge to "leave no one behind" in the 2030 Agenda for Sustainable Development Goals.

In the New York Declaration, member states recognise that refugee camps "should be the exception," and a temporary measure in cases of emergency. Instead, refugees should be allowed to live among host communities. By helping refugees thrive, not just survive, we can reduce the risk of protracted stays and lessen refugees' dependence on humanitarian aid.

To better support refugees and the communities hosting them, the New York Declaration calls on UNHCR to work with a wide range of partners. These include not just governments, NGOs, refugees and other UN agencies, but also the private sector, international financial institutions and civil society, including think tanks, academia and faith leaders. Together, they aim to:

- Ease pressure on countries that welcome and host refugees.

- Build self-reliance of refugees.

- Expand access to resettlement in third countries and other complementary pathways

- Foster conditions that enable refugees' voluntary return to their home countries.

This new approach envisions a world where refugees have access to countries where they are safe, where they are better included, where they are no longer living in camps, and are not dependent on humanitarian assistance only. The Declaration recognizes that when refugees are given the chance, they can support themselves and their families, and make positive contributions to the communities hosting them. In this virtuous cycle, refugees and host communities mutually empower each other, socially and economically.

RAHA aims to create an asylum space for the refugees and provide support to the communities hosting Afghan refugees. RAHA is also emphasizing on the first two objectives of CRRF i.e. ease pressure on countries (similar to Pakistan) that host refugees and also build their self-reliance.

2.6: Youth Empowerment Strategy

Supporting the future security and well-being of youth (15-24 years old) – whether Pakistani or Afghan – is intrinsically linked to the acquisition of transferrable skills and assets, and the knowledge and capacities developed through education. With limited access to education and livelihood opportunities and with no guarantee of a durable solution, young people face uncertain futures and may be caught up in a state of limbo. Youth unemployment may become a factor of insecurity. Furthermore, displacement may force the youth to take up new roles and responsibilities to ensure their own and their families' basic needs, amplify their vulnerabilities and expose them to new risks.

Thus, the empowerment of the next generation, youth who possess enormous potential and can play a key role in defining the future of their country (whether Pakistan or Afghanistan) and communities, has become an important strategy which clearly links with the aims of the RAHA initiative. It is important to look into the employment trends across the border and develop joint initiatives between UN agencies more specifically within ILO, UNHCR, UNDP, FAO and UNICEF; who have been involved in youth empowerment Programmes on both sides of the border. This is not an exhaustive list of UN agencies and other partners and can expand as per needs and interest.

CHAPTER-3:

RAHA'S STRUCTURAL SETUPS AND PARTNERSHIPS

Notwithstanding the voluntary repatriation of over 4 million Afghan refugees to Afghanistan, there is still a high number of Afghan Refugees living in Pakistan in refugee hosting areas. Concurrently, areas which had hosted millions of Afghan refugees for decades 'refugee affected areas' were also considered in need of assistance and support. This led to two components of RAHA as described below:

3.1: Refugee Hosting Areas (RHAs) Component

The Refugees Hosting Areas refer to the areas, which continue to host Afghan refugees. The hosting areas (districts) have been identified through comprehensive needs assessments carried out from time to time to respond to development needs. The RAHA initiative in general and the RHA component in particular is being undertaken in a pragmatic and results-oriented manner.

The Government of Pakistan and UNHCR have together assembled a wealth of baseline data and information gathered by various institutions, notably UN agencies and international financial institutions. The shared database has helped to identify hosting and affected areas, based on input on registration and voluntary return. The government's population census and registration data have also served to define the population of the hosting communities. KP, Ex-FATA and Baluchistan are historically the major RHAs. They are also among the poorest and the most economically deprived areas in Pakistan.

More than 80 per cent of Afghan refugees live in KP and Baluchistan. The RHAs are predominantly rural and to an extent urban area as well. They are characterized by poor infrastructure, acute shortages of basic services and lack of economic opportunities. Large sections of the population including refugees lack access to basic services.

The RAHA initiative is an integral part of efforts to create leverage for the development of refugee-hosting communities affected by the lengthy presence of Afghan refugees in Pakistan. RHA is thus incorporated within the "UN Delivering as One (DaO)" notably in the fields of education; health; livelihoods; WASH and infrastructure. However, priority will be given to education, health and livelihoods. In cases of dire community needs some WASH and infrastructure projects would also be prioritized for implementation.

Detailed procedures/ processes for selection, implementation and monitoring of the RHA projects have been explained later in 6.5, 6.6 and Annex's B to G.

3.2: Refugee Affected Areas (RAAs) Component

This component was led by UNDP and implemented by Planning and Development Department (P&DD) of KP and Baluchistan provinces and the previous FATA agencies which have now been merged into KP province as districts under the overall guidance of EAD. The Programme has been designed to compensate those Pakistani communities for social, economic and environmental damages caused by millions of Afghan refugees who lived in their areas since 1979 but have gradually left. The Programme was implemented in 12 districts and 103 Union Councils (UCs) of KP and Baluchistan provinces.

Additionally, data from Benazir Income Support Programme and UC profiles prepared by UNDP also helped to establish a baseline for UNDP interventions in various districts and UCs. Ex - FATA was added to the RAA component in 2012 as a result of a decision taken in a Federal Task Force (FTF) meeting. Now since erst-while FATA has been merged into KP and is part of HA component.

These communities shared their already meagre natural resources, job markets and other sources of income with Afghan refugees residing in their districts. The already weak social service delivery infrastructure was heavily over-burdened by the additional caseload of Afghan refugees, especially the water supply and sanitation systems, basic health facilities and tertiary hospitals, schools and road networks. Afghan refugees, being more enterprising than the locals, quickly dominated the locally available petty businesses and livelihood opportunities. This situation demanded and justified the interventions undertaken by RAHA through the RAA component.

The focus of RAA Programme has remained on the participatory community development and its efforts have further strengthened the community empowerment and promoted social cohesion among Pakistani and Afghan communities to achieve the ultimate goals of RAHA.

The UNDP contributions and projects under the RAHA Program was not managed through the Ministry of SAFRON/ CCAR . UNDP had different project approval mechanism, thus the Ministry of SAFRON/CCAR cannot take the responsibility of UNDP portion of funds / implementation of RAHA projects

3.3: Partnerships

Various federal and provincial ministries/departments, UN agencies, public representatives, non-government organizations and beneficiary communities have been closely involved in RAHA Programme.

Details of these partnerships are given below:

3.3.1: National Partners

a. Ministry of States & Frontier Regions (SAFRON), together with its Chief Commissionerate for Afghan Refugees (CCAR) and provincial Commissionerate for Afghan Refugees (CARs)

b. Economic Affairs Division (EAD).

c. Planning & Development Department (P&DD) of KP and Baluchistan provinces.

d. Government Departments, public representatives and other relevant executing agencies at federal, provincial and district levels.

e. District governments and Islamabad Capital Territory Administration (ICT)

3.3.2: United Nations (UN): The UN participating agencies are;

a) United Nations High Commissioner for Refugees (UNHCR),

b) United Nations Development Programme (UNDP),

c) World Health Organization (WHO),

d) Food and Agriculture Organization (FAO),

e) International Labour Organization (ILO),

f) United Nations Educational Scientific and Cultural Organization (UNESCO),

g) World Food Programme (WFP),

h) United Nations Entity for Gender Equality and the Empowerment of Women (UN Women),

i) United Nations Human Settlements Programme (UN HABITAT) and

j) United Nations Office for Project Services (UNOPS).

3.3.3: Non-Government Organizations (NGOs), International Non-Governmental Organizations (INGOs) and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

3.4: Federal Level Entities

The governing structure for the RAHA Programme in Pakistan at the federal level is described below:

3.4.1: Convening Agent and Administrative Agent

Since the inception of RAHA Program in 2009, UNDP was designated as a UN Convening Agent (CA) till December 2015. For the said period as UN Administrative Agent (AA), UNDP handled the disbursement, to participating UN Agencies, of any funds allocated to the overall RAHA Program.

UNHCR is responsible for coordination, information sharing and reporting on RAHA contributions and activities undertaken by UN agencies working within the RAHA Programme and representing these agencies at various fora when required. Any funding for RAHA acquired by UNHCR will be managed accordingly under the procedures and regulations of UNHCR. Any funding received under bilateral agreement will be managed under the rules of the Government of Pakistan (GoP) and relevant potential donor.

3.4.2: The Federal Task Force (FTF)

FTF is co-chaired by SAFRON, EAD and UNHCR. It can meet on need basis to review RAHA's progress and endorse any major activity involving the entire Programme. It is the principal oversight body for RAHA as a whole. It also provides overall strategic guidance. The CCAR, provincial CARs, Additional Chief Secretary (ACS) of Planning & Development Departments (P&DDs) of all the provinces, and UN Agencies are members whereas the donors are observers.

3.4.3: The RAHA Secretariat (RS)

The RAHA Secretariat (RS) is led by Chief Coordinator (CC RAHA), who reports to the Chief Commissionerate for Afghan Refugees (CCAR) Office. The objective of RAHA Secretariat is to provide leadership, coordination and guidance in all matters pertaining to the smooth implementation of the RAHA Programme. It acts as a bridge between Government of Pakistan (SAFRON, EAD, etc.), the UN agencies (particularly UNHCR) and donors and facilitates balanced decisions on inter-linked RAHA issues. It also proposes policy guidelines and procedures on macro aspects of the RAHA Programme. RAHA Secretariat

supports provincial Commissionerate for Afghan Refugees (CAR) and UNHCR-Sub Offices (SOs) in selection and execution of all RAHA projects. RAHA Secretariat keeps SAFRON/CCAR and UNHCR updated about progress of or hurdles in project implementation under Refugee Hosting Areas (RHA) component.

RAHA Secretariat also keeps promoting communications within the RAHA Programme through the Management Information System (MIS). RAHA MIS is an online system which provides a common platform to collect data, store and update information, analyse to create knowledge, share to increase understanding and plan for the future. It enables planners/managers in acquiring accurate data of their past/present projects. It also ensures better monitoring and evaluation of all RAHA interventions. It facilitates Programme-wide dissemination of knowledge about the Programme's activities. It fosters harmony and teamwork between the Government and UN entities and promotes the One-UN theme. It also provides a common template for all user entities. The RAHA Management Information System (MIS) can be accessed through RAHA Secretariat's web portal www.rahapakistan.org.pk
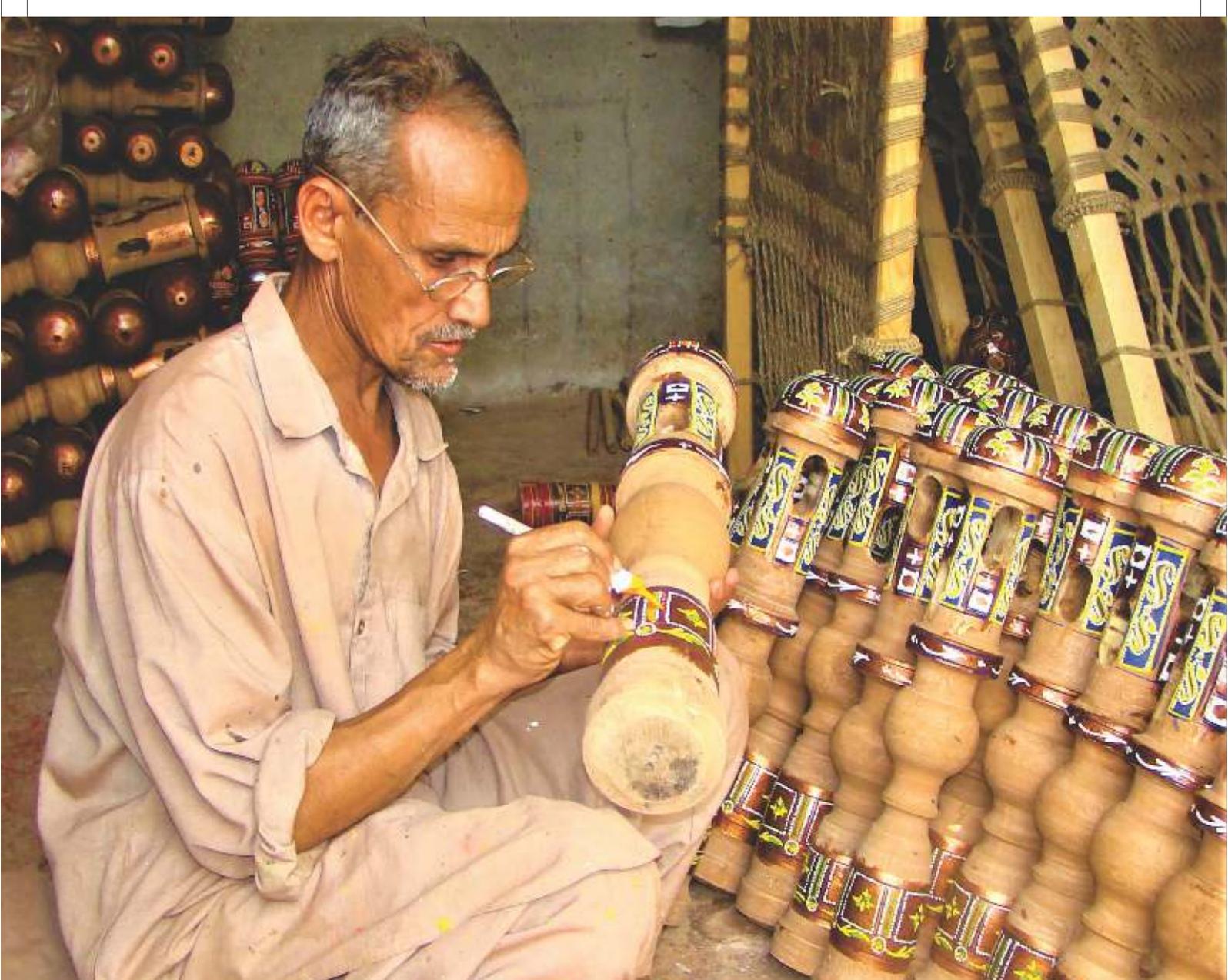
4.1: RAHA's Beneficiaries

RAHA seeks to increase tolerance and preserve protection space towards for Afghan refugees living in Pakistan; improve social cohesion to promote co-existence between the Afghan refugees and their host communities with development-cum-humanitarian assistance.

It aims to reduce economic and social vulnerability for the most disadvantaged sections of society living in these past/present hosting areas.

As of December 2020, 9.72 million people had benefited from RAHA projects, out of which around 13 percent are Afghan refugees whilst the remainder (8.5 million individuals) are Pakistani beneficiaries,

Out of which UNHCR has benefitted approximately 3.0 million individuals of which 18 percent are Afghan refugees and 82% are Pakistani host community.

These projects were undertaken in five main sectors: Health, Education, WASH (including clean drinking water supply and drains), livelihoods (including agriculture, environment and skills development) and infrastructure (including street pavement, village/farm to market roads, flood protection walls and energy related infrastructure). There are also some social protection/social cohesion interventions including shelters for women at risk or unaccompanied minors.

Over the next three years (2020-2022), RAHA will continue to support:

a. Refugee hosting areas which have not yet benefited from RAHA interventions but keeping in view the refugee populations within that district.

b. Refugees and their hosting communities, especially with quality education health care, sustainable livelihoods as priority sectors along with water and infrastructure on need basis.

c. Formal and informal education of youth including relevant and market-driven vocational and skills training, and complemented by specific youth employment creation programmes, to help build young people's confidence and enhance their protection.

d. Social inclusion and participation of youth.

4.2: RAHA's Impact

To achieve RAHA objectives, RAHA Programme implemented more than 4,200 humanitarian and developmental projects between 2009 -2019 in the sectors of health, education, WASH, infrastructure and livelihood in 47 districts (including ICT and Ex-FATA agencies) across all four provinces of Pakistan. To date, the RAHA initiatives have benefited over 9.7 million people, including 87 percent Pakistani citizens and 13 percent Afghan refugees. UNHCR contributed approx. USD 73.79 million, UNDP contributed approx. USD 93.2 million and GIZ contributed approx. USD16.94 million

In 2017, UNHCR contracted a third party (consultancy firm-Ernest & Young) to conduct a detailed impact assessment of the implementation and achievements of RAHA objectives. The study covered the projects being implemented during 2009 – 2016, throughout Pakistan in the sectors of education, health, livelihoods, water and community infrastructure.

RAHA PROJECTS BY SECTOR 2009 - 2019
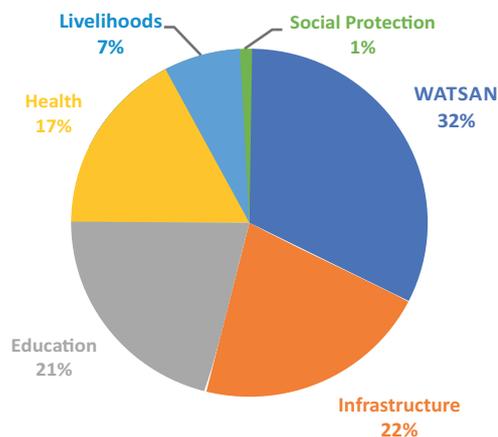
Following are some of the major findings of the 2017 RAHA impact assessment report, conducted for RHA by UNHCR.

a. Overall 75 percent of the beneficiaries responded that RAHA Programme had a positive impact on their lives. Similarly, with respect to each sector; 74 percent beneficiaries related to WASH; 73 percent of livelihood, 82per cent of infrastructure, 67per cent of health and 81percent of education sector beneficiaries responded about positive effect of RAHA projects.

b. It was also noted that projects are well aligned with the respective provincial and district plans and contributing to strengthen the provincial and district governments' policy. The assessment data identified that the project is assisting in achieving the overall objectives of the Programme.

c. The RAHA Programme played a key role in supporting the provincial and district governments' in education, health, infrastructure, livelihood and WASH sector projects.

d. The data described that 98 percent of the beneficiaries did not face any challenge to get the benefits of the projects.

e. RAHA education sector interventions resulted in the increased school enrolment of beneficiaries' children and improved the attendance in the schools.

CHAPTER-5:
RESOURCE MOBILIZATION AND FUND MANAGEMENT

5.1: SSAR Support Platform

Displacement from and within Afghanistan is entering its fifth decade. It remains the second largest refugee situation in the world, with nearly 5 million individuals affected internally and across borders. The vast majority of Afghan refugees -- some 90 percent -- are hosted by just two countries, the Islamic Republics of Iran and Pakistan. Since its launch in 2012, the three governments have progressively pursued the Solutions Strategy for Afghan Refugees (SSAR) as a regional approach to create an environment conducive to voluntary repatriation and sustainable reintegration inside Afghanistan, while also easing pressure on the host communities. Over the last 18 years, more than 5 million Afghan refugees have been able to return home with UNHCR's support. The international community's affirmation of the Global Compact on Refugees (GCR) was driven by the imperative to find solutions for the benefit of refugees and host communities alike by translating the long-standing principles of international cooperation and burden and responsibility-sharing into practice. With the GCR's vision of support platforms as a key means to support these goals, the three Governments launched the SSAR Support Platform in the context of the first Global Refugee Forum in December 2019. This document provides an initial overview

The SSAR Support Platform was launched by the United Nations High Commissioner for Refugees and the Governments of the Islamic Republics of Afghanistan, Iran and Pakistan on 16 December 2019. In line with the Global Compact on Refugees, the SSAR Support Platform seeks "to achieve more equitable and predictable burden and responsibility-sharing with host countries and communities, and to support the search for solutions, including, where appropriate, through assistance to countries of origin. "The Platform is led by the founding Governments, with Secretariat support from UNHCR. It seeks to engage committed States and other actors, including multi-lateral and bi-lateral development actors, UN agencies, and the private sector

5.2: Synergies Among UN Agencies in Pakistan

Whilst RAHA projects are implemented with funding specifically earmarked for this purpose, UN agencies in Pakistan (as well as other operational organisations) are implementing projects/programmes in areas that host Afghan refugees utilising other funding. Hence, discussions started in 2015 about how to increase the impact of projects being undertaken in the same areas, for the same

Health **Education** **Livelihoods** **Water** **Energy**

Of the priority areas for intervention for which we are seeking support for in each country to directly support the objectives of the SSAR.

For the majority of these 40 years, Pakistan has been the largest refugee hosting country. Pakistan today hosts some 3 million Afghans, including 1.4 million Afghan refugees holding proof of registration cards (POR), some 879,000 Afghans holding Afghan Citizen Cards (ACC cards), and other undocumented Afghans. Today most Afghan refugees live in urban and rural areas alongside their Pakistani hosts, with access to local services including health and education. Despite the impact on infrastructure and public service delivery, the Government of Pakistan has continued to support inclusion, most recently allowing refugees to open bank accounts. To alleviate the burden on local communities and strengthen social cohesion, ten years ago the Government of Pakistan and partners, including UNHCR and UNDP, launched the Refugee Affected and Hosting Areas (RAHA) programme. Having benefitted 12.4 million people in the decade of its existence, the RAHA programme forms the cornerstone of the SSAR in Pakistan. It provides a responsibility-sharing platform that links vital humanitarian and development interventions in affected areas, for the benefit of refugees and their hosts.

beneficiaries through the interaction or cooperation of two or more organisations, and also benefit from the RAHA brand. This approach is in line with the One UN concept which is followed in Pakistan.

brand. This approach is in line with the One UN concept which is followed in Pakistan.

There are different possibilities to this synergy approach. The UN/government Nutrition Programme (implemented by WFP, UNICEF and WHO) could be linked to RAHA rehabilitated Basic Health Units (BHUs) or Rural Health Centres (RHCs). UNICEF could use a RAHA rehabilitated school as an entry point to the community to undertake multi-sectoral activities such as education (e.g. adult learning), health (e.g. immunization) and livelihood (e.g. self-reliance/self-help).

5.3: Allocation of Resources

There are two main ways in which funds can be allocated to a RAHA project:

5.3.1: Allocated to the RAHA Programme

In case RAHA Programme is being funded as a ONE UN Programme, in this instance, the funds will be channelled through the Pakistan One Fund and disbursed by UNDP in its role as an Administrative Agent.

5.3.2: Allocated to a Participating UN Agency

In this instance, funds remain under the purview of that agency and its own financial rules and regulations.

Each participating agency shall report progress on the use of core, non-core, parallel funding and contributions received. Participating agencies will continue to be audited internally and separately for the management of the resources and implementation of the activities under their responsibility in line with their established rules and regulations.

a. Allocated to a participating UN agency.

b. Allocated to the RAHA Programme.

Earmarking (geographically or by sector) remains the prerogative of the donor. In the spirit of One UN, funding should be by outcome and not by humanitarian or development projects. Thus, funds should go to the agency that is best placed (in terms of mandate, access, delivery, etc. for any given outcome).

PART-II:

THE RAHA COMPONENTS

CHAPTER-6:
REFUGEES HOSTING AREAS (RHA) COMPONENT

6.1: The RHA Component

As described in Chapter-3, these are interventions in the areas that are currently hosting 1.4 million Afghans living in refugee villages, mixed among rural populations or concentrated in peri-urban and urban areas of major cities. The RHA component will continue to be implemented through SAFRON, CCAR, provincial CARs and UNHCR.

6.2: Management and Coordination

Besides the entities mentioned in Chapter-3, the RHA component is governed by the following federal and provincial entities:

6.2.1: Federal Level

While the other federal level governing setups have been explained in Chapter-3 (see 3.4), the following federal level RHA-specific entities are explained below:

6.2.1.1: RAHA Cell (RC)

RAHA Cell is the technical arm of the CCAR's office and is also an important member of the Pre-Provincial Task Force (Pre-PTF) and Provincial Task Force (PTF) meetings. The RAHA Cell (co-located with and operating under the RAHA Secretariat) provides technical expertise to provincial offices in identification, selection and implementation of RAHA projects. RAHA Cell's core objective is to monitor humanitarian cum development projects and provide guidance for any course correction. RAHA Cell is led by a Project Manager and reports to Chief Coordinator RAHA (RAHA Secretariat). It also examines the recommended projects from PTF and submits these to CCAR for endorsement and SAFRON for approval. RAHA Cell is a separate body authorized to conduct random and unilateral monitoring of any on-going or completed humanitarian cum development projects of the RHA component on behalf of the SAFRON/CCAR: and provide guidance for any course correction during the field visits and through detailed monitoring reports. It also maintains a record of all the past and on-going projects. RAHA Cell assists Chief Commissionerate for Afghan Refugees (CCAR) office in special assignments.

6.2.2: Provincial Level

The provincial level management and coordination is ensured by the following set-ups:

6.2.2.1: Provincial Task Force (PTF)

The Provincial Task Force (PTF) is chaired by the provincial Commissioner for Afghan Refugees (CAR) to recommends humanitarian-cum-development RAHA projects which are then endorsed by Chief Commissionerate for Afghan Refugees (CCAR) office and later approved by Ministry of SAFRON. The members of the PTF include Chief Coordinator RAHA, UNHCR's Associate Field Officer, Project Manager RAHA Cell, Head of UNHCR Sub Offices, Programme Officers of UNHCR's (Sub Offices) and provincial RAHA Units' representatives ; whereas donors and representatives of the government line departments (LDs) and NGOs are present for clarification (if needed). The PTF recommends projects vis-a-vis funding and ensures that the recommended projects fully meet the criteria laid down for the selection of RHA projects. PTF submits the recommended proposals through a standardized "brief" to Chief Commissionerate for Afghan Refugees (CCAR) through RAHA Cell/ Secretariat for endorsement and later for approval from Ministry of SAFRON.

All the projects recommended by the PTF shall be put in order of prioritization of implementation and will be implemented as the funds are made available as per recommendation by PTF, endorsement by CCAR and approval from SAFRON.

If the Head of Sub Offices of UNHCR disagrees with one or more decisions of the PTF, he/ she shall attach a **DISSENT NOTE** to the "Brief of the PTF" sent to CCAR via RAHA Secretariat. In this Note, it must be clearly stated as to which decision of the PTF he/ she disagrees with and why. He/ She should also recommend the alternative course for the issue.

On the receipt of the Dissent Note, Chief Coordinator RAHA would place it before CCAR and brief him on the issue raised. The CCAR would then decide the Dissent Note's matter in consultation with UNHCR representative.

In order to have a better pool of projects, it is recommended that the PTF meetings shall be scheduled at least twice a year, in March and August, in addition to the meetings convened as and when required.

6.2.2.2: Programme Management Unit (PMU)

It comprises of members from UNHCR Sub Offices and provincial RAHA Units of the CARs. Project Management Units serve as management and coordination fora at the provincial levels. Its principal duties include programme planning, assessment of project proposals and their presentation to the Pre-PTF and PTF meetings for endorsement. The PMU screens proposals carries out technical and desk reviews and conducts site validations. It processes Project Partnership Agreements (PPAs) after the projects are approved by Ministry of SAFRON and is responsible for the timely implementation of the projects according to the RAHA guidelines.

6.2.2.3: RAHA Unit (RU)

RAHA Unit in KP is led by the Chief Coordinator whereas in other provinces RAHA Units are supervised by respective commissioners. Commissioner RAHA Units, being part of the Project Management Units are responsible for selecting, coordinating, implementing and monitoring the RHA projects at the provincial level in coordination with UNHCR Sub-Offices. They also conduct the site validations of the RAHA projects and report to RAHA Cell on monthly basis regarding the progress of selection, implementation and monitoring of the projects.

6.3: Geographic Coverage

During the period 2009-12, only 21 designated districts in KP and Baluchistan were covered under the RHA component and Sindh, Punjab and Ex-FATA were excluded. In May 2012, the Federal Task Force (FTF) decided to include ex-FATA in the RAHA Programme. Later, in November 2012, the government and UN retreat on RAHA recommended that all of the following districts of the provinces should be considered for RAHA interventions. Currently it has been agreed between UNHCR and Chief Commissionerate for Afghan Refugees (CCAR) that all districts shall be considered as RAHA districts but districts hosting larger number of Afghan refugees will be given priority over other districts hosting lesser number of Afghan refugees.

Owing to the geographical spread and the massive needs, it is difficult to cover all areas of the country. However, no district will be considered as excluded under RHA component - subject to the availability of funds. The principle on which a district/area is to be considered for RHA projects must be based on whether or not that area is presently hosting Afghan refugees.

Pre-PTF is a forum comprising of the PMU, members from RC & AFO UNHCR-COI which thoroughly scrutinize and examines all the pre-requisites of the project proposals and PC-1s for submission to the PTF for endorsement.

6.4: Intervention Sectors

The RHA component intervenes in the following sectors:

 a. Health.

 b. Education.

 c. Livelihoods including agriculture, environment and irrigation. (Indicating the training/capacity building component in the projects and linking with livelihoods of the beneficiaries).

 d. Water, Sanitation and Hygiene (WASH) including clean drinking water supply.

 e. Infrastructure (including street pavement, drains, village/farm to market roads, flood protection walls and energy related infrastructure).

 f. Social protection (including shelters for women at risk or unaccompanied minors).

RAHA will prioritise health, education and livelihoods sectors over other sectors but keeping in view the significance of WASH (with particular focus on water projects) and infrastructure sectors in some RHAs, these sectors may also be prioritised for implementation, where their need is high. RAHA initiatives will ensure an integrated approach and implement multi-sectoral projects by ensuring the coverage of almost all sectors as per community and geographic needs.

6.5: Operational Processes

6.5.1: Project Selection Process of RHA Projects at Provincial Level

During the first phase of the RAHA Programme, the projects-selection/approval process of RAHA's RHA-segment was considerably slow. To address these issues, a modified "project selection and approval process" (Projects Plan-2015) was implemented in March 2015. The modified process ensures that the projects selection does not go to the year's end and eliminates the carryover of many approved projects to the next year. This modified process no more wastes months of worktime or upsets the process managers and precludes criticism from the RAHA's supporters.

The **core idea** of the altered process is to put RAHA's RHA-segment on the track of **'annual project planning'.** The Project Management Units (PMUs) at the provincial offices will create a big "Pool" of projects, by timely identifying and validating them and getting them endorsed and approved form ministry of SAFRON.

The <u>**key outcome**</u> of the process is to maximise the implementation period for RHA projects and their timely completion within the calendar year.

Other salient benefits of the modified process are: -

 a. By taking the project selection process to the districts; the communities' needs and participation will be better met and their trust in the RAHA Programme/governments' efforts will grow.

 b. The RAHA Programme would also extend to relatively ignored districts, earning it wider recognition.

 c. As projects would be completed by the year's end, their reporting and accounting will be normalised.

 d. Greater conformity of this process to donors' criteria would enhance their interest in RAHA.

The identification of projects is not limited to deputy commissioners and district authorities, but projects can also be proposed by communities (local and Afghan), parliamentarians, local government representatives, UN Agencies, NGOs / INGOs and any other meaningful source and put forward to RAHA's regular selection and approval procedure.

The detailed project selection process is stated in Annex-B; but a chart showing the process in a summarized form is attached below:

RAHA Project Approval Process - RHA Component

Step 1
Project Identification

- The identification of the projects can be proposed by the district authorities, federal & provincial govt, govt. departments, parliamentarians, local government representatives, UN agencies, NGOs / INGOs, communities (local and Afghans) and any other meaningful source.
- The submission can be in the form of Government PC-1s, proposals, concepnt notes, factsheet or even just a list of potential schemes.

Step 2
Desk Review
& Site Validation

- After the projects are identified, the respective provinical offices (UNHCR and CAR) will jointly desk review the proposals keeping in view the RAHA project selection criteria.
- The provinical RAHA team (UNHCR and CAR) shall jointly validate physcially the PC-1s and 'Briefs' and ensure that the projects fully meet RAHA's Project-Selection Criteria.
- Each site validation will be supported with a site validation report in the form of a factsheet.

Step 3
Finalizing PC-1s / Proposals

- The projects to be implemented through Government line departments, their PC-1s will be prepared by CAR via the LDs (for government projects)
- These PC-1s of projects of successive districts, LDs' secretaries will scrutinise and sign these PC-1s, ensuring these PC-1s are not included in the province Annual Development Plans.
- The projects to be implemented through UNHCR (DI/NGOs), the factsheets/briefs will be prepared by UNHCR. However, to avoid duplication of projects an exclucivity certifiate must be obtained form concerned department.
- UNHCR will engaged partners for the implementaiton of projects throught UNHCR Global policies.

Step 4
PRE-PTF & PTF

- The project proposals along with the factsheets will be presented in Pre-PTF for justification of the proejcts and re-confirming the proposed project documentation is complete.
- The Provincial Task Force (PTF) is chaired by the provincial Commissioner for Afghan Refugees (CAR) and recommends the proposed projects.
- The projects must be submitted in priortized order of implementation
- The PTF submits the recommended projects for endorsement of Chief Commissioner for Afghan Refugees (CCAR) through RAHA Secretariat as per standarized PTF documents.

Step 5
Endorsement of Projects

- The recommended projects are reviewed by RAHA Secretariate / RAHA Cell and submitted to Chief Commissioner for endorsment of the projects.
- The Chief Commissioner for Afghan Refugees (CCAR) endorses the PTF recommended projects and forwards to Ministry of SAFRON for apporval.

Step 6
Approval of Projects

- The final approval of the projects is granted by Ministry of SAFRON.
- Once the projects are approved, the approval is communicated through a formal letter by Ministry of SAFRON to UNHCR for further action.

6.5.2: Project Selection Process of RHA Projects at Federal / Islamabad Level

The projects in Islamabad territory can be identified through any meaningful sources, as mentioned above. The projects considered for being funded under the RAHA Programme in Islamabad will be jointly validated / reviewed by RAHA Secretariat and UNHCR Country Office Islamabad. Final approval of the project would be obtained from SAFRON.

6.5.3: Project Selection from Pool of Projects

If additional funds are available, projects will be selected from "a pool of approved projects" in the following manner:

a. All the projects in the pool must be in order of priority of implementation. As all the projects would already been recommended by PTF, endorsed by CCAR and approved by SAFRON in priority of implementation.

c. an approved project is selected from approved pool of project for implementation and has any change in budget and/or scope, then it shall be Put through the normal RAHA project approval process i.e., agreement of pre-PTF forum, recommendation by PTF forum, endorsement by chief commissioner and final approval by ministry of SAFRON.
   After the funds made available for implementing the projects, the provincial raha units (UNHCR and Provincial CARs) shall act effectively and work jointly to develop the projects on time and present the projects to PTF forum for endorsement within a maximum period of two weeks.
   The Chief Commissioner subsequently will obtain an approval from the Ministry of SAFRON within a maximum of two weeks, starting from the date on which CCAR receives the PTF recommended projects along with the minutes of the PTF.
      If within a maximum of two weeks, from the time of receiving the minutes of PTF at CCAR, the project approavl is not obtained / granted by the Ministry of SAFRON, the recommended projects by PTF will be considered approved.

d. In case there is no change in cost or scope of the project, the projects may be selected from the pool at the discretion of the provincial offices, but a justification note must be shared with RAHA Secretariat as well as COI. In case RAHA Secretariat / COI does not agree to the selection, a dissent note will be shared with the provinces and the project would be referred to the CCAR for decision.

e. The "pool of approved projects" will be valid for two years. The pool of projects will be jointly reviewed biannually (6 months). the cost and scop of the projects will be jointly reviewed by UNHCR and CAR in order to keep the Projects up to date in the pool

6.5.4: Selection Criteria of RHA Projects

The criteria pursued by RHA's humanitarian cum development programme aligns its projects to create harmony among Afghan refugees and their Pakistani hosts. So, the project-areas are chosen to ensure benefit for/participation by the Afghan refugees too. At times, donors limit the areas where their funds may be used. Thus, RAHA's projects cannot cover all territories of Pakistan.

Below are the key criteria-elements followed for the selection of projects in the RHA programme: -

a. **Objective**. The projects must fulfil RAHA's prime goal of enhancing social cohesion among the Afghan refugees and host communities, allowing Afghan refugees a peaceful stay until their return to Afghanistan. The Programme is also to restore social services and infrastructure and improve livelihoods, local economies and social protection in areas where the Afghans are living.

b. **Beneficiaries**. When Afghan refugees and their hosts share the projects' benefits their relations will grow. So, proposals/PC-1s must state accurate data of Afghan refugees and Pakistani beneficiaries of the projects. The project-proposers and site-validators may use UNHCR-published data on number and location of Afghan refugees in Pakistan but verify it on ground before preparing or examining the proposals. If such data about the proposed project area is not available or no Afghan refugees villages exist there; then, the project proposers/ validators, Core Working Group (CAR & UNHCR) and PTF Chairman must verify that the proposed project would benefit Afghan refugees living in the host areas. The project locations which do not benefit Afghan refugees would not be considered in the RAHA humanitarian Programme. There must be at least 10% of Afghan refugees beneficiated from each RAHA project.

c. **Need**. The project must be a dire need that would benefit the Afghan refugees and their Pakistani host communities and conform to the donors' prerequisites, if stated.

d. **Sectoral Parity**. The project selectors will cater to the federal and provincial governments' need perception and sectoral priority subject to any donor criteria. The current sectoral priority is education, health and livelihood. However, in cases of dire community needs some WASH and infrastructure projects may also be prioritized for implementation.

e. **Geographical Parity**. The projects may cover any area that hosts Afghan refugees but funds will be shared in proportion to the number of Afghan Refugees living there and subject to donors not limiting their funds to specific districts.

f. **Geographical Parity**. The projects may cover any area that hosts Afghan refugees but funds will be shared in proportion to the number of Afghan Refugees living there and subject to donors not limiting their funds to specific districts.

g. **Site Validation**. Provincial CAR and UNHCR shall jointly validate all project proposals on site to ensure that these fulfil all aspects of RAHA project selection criteria..

h. **Sustainability**. Once the partners for the approved projects are chosen, the respective provincial government line departments and/or communities shall sign Memorandum of Understanding (MoUs) with the partners that they would sustain the completed/taken over projects.

i. **Incomplete Proposals**. PC-1s/proposals submitted by the government line departments and UNHCR / NGOs must be complete in all respects, otherwise these will be returned and may be re-submitted only if RAHA calls for similar projects in next phase. The proposals must, inter alia, contain Bill of Quantities (BOQs), drawings, X-sectional diagrams, budget breakdown and maps/sketches of site locations.

j. **Fund Distribution Ratio**. Projects shall be awarded to the government line departments and UNHCR implemented projects to maintain 50:50 financial ratios between them, subject to availability of appropriate number of projects.

k. **Unacceptable Proposals**. Project proposals requesting for provision of equipment, machines, tools, plant, medicines etc. may be considered only if such other activities as installation, structural improvement and capacity building of users/operators, etc., form an essential part of the proposals.

l. **NGOs' Proposals** must contain: -

   1) Copy of the 'Allowed to Work' certification issued by SAFRON.'

   2) Certificate of Exclusivity' stating that no other funding has been identified for this project.

   3) The 'sustainability MoU' explained in criteria 'g' above.

   4) Details of administrative costs not exceeding 15-20% of the overall cost of the project.

IP Risk Assessment. NGOs whose proposals are shortlisted by the Core Working Group (CWG) must also clear the 'IP Risk Assessment' process of UNHCR.

m. **Implementing Partner Management Committee (IPMC)– Pool of Partners**
As part of the UNHCR partnership management framework, UNHCR Pakistan has undertaken a new round of selection and retention process of partners. Contrary to the previous years, where the Calls for Expression of Interests (CEOI) were issued frequently, and hence, would delay implementation of projects. UNHCR Pakistan issues a Call for Expression of Interest for priority areas of interventions (health, education, livelihoods, and protection), irrespective of pillars, which resulted in creation of the list of potential partners to be used for the next two years. This does not mean that all NGOs that are selected in this process will immediately be negotiating Project Partnership Agreements (PPAs), but they may be contacted if resources and programme requires negotiations on potential projects.
UNHCR Pakistan Operations introduced the pool of partners and it is the discretion of UNHCR to select any partner (from within the approved pool of partners) for implementing a project, keeping in view their expertise and capacity for implementing a particular project.

n. **Maximum Award of Projects**. The pre-PTF and PTF fora will endorse a maximum of two projects or project(s) costing PKR 40 million for one NGO at a time. In deciding this, the capability, financial strength and past performance, etc. of the NGO will be considered. However, this decision must fulfil the provisions stated in Criteria 'o' below.

o. **Certification for Award of Several Projects**. If a Government Line Department or UNHCR's partner has one or more on-going project but is being recommended by the PTF for award of new project(s); then, CAR and the head of UNHCR Sub-Office shall respectively provide formal certificates verifying that progress of concerned Government Line Department or UNHCR's partner in the on-going project is satisfactory and that it has the capacity to timely start/complete its newly endorsed project within the time prescribed for the new project. These 'certificates' will be attached to the standard PTF-data format of the endorsed projects.

p. Relatively Larger Projects (RLPs)/ High Impact Projects (HIPs). While no limits are fixed for funding of RAHA projects unless stated by the donors, efforts should be made to select relatively larger projects (RLPs)/ High Impact Projects (HIPs) that would tangibly benefit the larger targeted communities and visibly portray RAHA's major contributions. RLPs/ HIPs may include establishment of technical training institutes, skill development technical and vocational trainings, major up-gradation of health and educational facilities, drinking-water supply schemes at public places and even check dams, etc.

However, it may be more useful to integrate several mutually supporting sectoral interventions to achieve the effect of RLPs/HIPs. Government would also propose high impact projects and funds would be provided to LDs to execute these projects. The high impact projects would be processed / treated as all other RAHA projects i.e.; from selection to approval to implementation to monitoring and completion.

q. Visibility. RAHA funds should not be frittered away in executing minor invisible projects of minimal or doubtful benefits/outcomes. The projects should be significantly beneficial and visibly depict RAHA's input and impact. The cost of Visibility will be covered/added in the PC-I's/ Project proposals. To have conformity on the visibility items, each project will need to follow proper visibility guidelines.

6.5.5: Project-Data Submittal Formats

To further streamline, standardise and harmonise the endorsed projects' documents, submitted to CCAR and on to SAFRON, standardised data formats have already been brought in to use in all provinces since 2014.

The three simplified formats (See Annexes C-1, C-2 and C-3) are prepared in the provincial pre-PTF meeting and placed before the Provincial Task Force (PTF) members to evaluate the project proposals; and then, after amending these per PTF's decision, forwarded to CCAR for obtaining approval of the endorsed projects from Ministry of SAFRON.

The 'project-data submittal formats' are placed in the following Annexes:

a. **C-1:** Brief on Outcomes of the PTF Meeting

b. **C-2:** Data Chart of Endorsed Projects

c. **C-3:** Budget Sheets of Endorsed Projects

6.5.6: Monthly Progress Reports

In order to enable the federal entities managing the RHA projects to timely intervene in case of any hold ups in the projects and avoid delays in the timely completion of the projects, the RAHA Secretariat devised a simple monthly standard-reporting-system which is being implemented by the provincial CARs in case of Government Line Department and UNHCR Sub Offices in case of the DIPs/ NGOs. On receiving the provincial reports, the RAHA Secretariat holds monthly meetings to review the progress of all the provincial projects' activities and promptly intervenes to resolve any problems faced by the provincial RAHA offices in the execution of their projects and takes steps to rectify any progress-lags.

To achieve RAHA Secretariat's objective, the provincial offices of CARs and UNHCR offices in the field forward two reports to the RAHA Secretariat on monthly basis i.e. on the 10th day of every month as shown in the following annexes:

Annexes	Report Title	Reporting Frequency
D-1	Project Selection Process	From start until 'pool' of approved projects is established
D-2	Progress of Execution and Monitoring of Projects	Monthly: from start till completion of projects

The introduction of the foregoing 'reporting system' has minimised the problems in the execution of the projects and has enabled the RHA-component to run in a far more effective way. Moreover, the federal entities can now respond to such problems, if any, in a more timely, efficient and effective manner.

6.5.7: Project Completion Report (PC-IV)

The PC-IV is an integral part of the reporting system. PC-IV is submitted by the executing agency once the project is successfully completed. The PC-IV format follows the instructions of the Planning Commission as well as meets the UNHCR and government needs of the RHA Programme. The PC-IV is to be submitted by the executing agency to the provincial RAHA Coordinator at the RAHA Unit and countersigned by the provincial CARs/ARRC in case of the government line departments and by the programme unit of UNHCR sub-offices in case of the UNHCR DI/NGOs projects.

The format of PC-IV is annexed as **E**.

6.6: Monitoring and Evaluation (M&E)

Monitoring and Evaluation (M&E) of the projects of RHA component is a vital tool for keeping a check on progress and quality of works/services being executed by the LDs & UNHCR's IPs/NGOs. To meet this key requirement, M&E of the RHA projects is to be organised jointly by the provincial CARs and heads of UNHCR SOs/COI so as to ensure adequate progress and quality of work in all the schemes. The results of unilateral monitoring by the provincial entities will not be accepted.

Joint Monitoring Team (JMT) comprising of staff from RAHA Cell, provincial RAHA Units and UNHCR SOs will conduct JMT visit to formally close the project in all aspects.

6.6.1: Standardised Monitoring Plan

In view of conversion of the RHA component to 'annual planning' in the form of the revised project selection/approval process and to assist the RHA related entities in the provinces, the RAHA Cell issued a format for evolving an M&E plan at the provincial CARs and UNHCR SOs for the monitoring of the LDs' and DI/ NGOs' projects, respectively.

The format of this standardized monitoring plan can be seen at Annex-**F**.

6.6.2: Sector Specific Checklists

The RAHA Cell also formulated a comprehensive 'sector specific monitoring checklists' for the RHA projects. To ensure that the provinces wholesomely conduct their monitoring of the projects, the monitoring checklists prepared by the RAHA Cell has been disseminated to the provincial CARs, UNHCR SOs and UNHCR COI for monitoring of the LDs' and DI/NGOs' projects respectively.

The sector specific monitoring Checklists are at Annex – **G.**

CHAPTER-7:
REFUGEE AFFECTED AREAS (RAA) COMPONENT

7.1: The RAA Component

The UNDP contributions and projects under the RAHA Program was not managed through the Ministry of SAFRON/ CCAR . UNDP had different project approval mechanism, thus the Ministry of SAFRON/CCAR cannot take the responsibility of UNDP portion of funds / implementation of RAHA projects

These are interventions in regions of Pakistan that were heavily populated by Afghan refugees for nearly 30 years but from where most have left or voluntarily repatriated back to Afghanistan. This component is implemented through the P&DDs of Governments of KP and Baluchistan under the lead of EAD and UNDP (more details are given under Chapter 3 see 3.2).

7.2: Management and Coordination

Coordination with development agencies and close liaison with relevant government entities is carried out to ensure durability and ownership of interventions are built into agreements with implementing partners. Capacity building of relevant stakeholders and technical support towards these entities forges linkages with a development phase. Strengthening community infrastructure and promoting self-reliance of communities are efforts to ensure sustainability of the return process and to avoid secondary displacement inside the country of origin.

The following management and coordination structure is maintained for the RAA Component:

7.2.1: Provincial Task Force (PTF)

PTF is the overall coordination and approving body for RAA at the provincial level. The PTF is chaired by ACS (Planning & Development) in KP and Baluchistan is convened on quarterly basis to review Programme progress and approve the Annual Work Plan (AWP). Economic Affairs Division (EAD), Government LDs, civil society representatives, UN Agencies and representatives from the donor community are members of the PTFs. One of its core functions is to coordinate RAHA activities with the government LDs to ensure that RAHA activities contribute towards the government development agenda and there is no duplication of activities at field level.

7.2.2: District Coordination Committee (DCC)

District level coordination for the Programme activities are led by District Coordination Officers (DCOs)/Deputy Commissioners (DCs) through the DCC constituted for this purpose by the provincial governments and will comprise Executive District Officers (EDO) of the relevant LDs, NGOs and Community Organizations (COs).

In addition to the regular representatives of the participating government LDs, interested UN participating agency reps. and other stakeholders/partners are also invited to the monthly meetings concerning RAA component with the following tasks:

a. To coordinate and resolve all operational issues which may arise during the implementation process.

b. To ensure LDs support for Programme implementation.

c. To monitor Programme activities at the field level.

d. To approve projects costing up to rupees 10 million (approx. 0.1 M USD).

7.2.3 Programme Management Unit (PMU)

A PMU headed by a Provincial Programme Manager (PPM) and relevant technical staff has been established under the direct supervision of Special Development Units (SDUs) in the P&DD of the Government of KP. Similar PMUs are working under P&DD Baluchistan Secretariat. IPs are responsible for the overall project planning, implementation, reporting and coordination.

These PMUs are properly staffed with required project management and monitoring experts, which include the PPM, M&E specialist, Communications and Knowledge Management Specialist, Infrastructure Development Coordinators, Field Engineers, Social Cohesion Coordinator, Senior and Junior Social Mobilizers, Social Protection and gender Officers, Livelihood Training Officers, Finance and Administrative Assistants and other sectoral and cross-cutting experts to provide technical support.

The PMUs also directly supervise the District and FUs established for smooth implementation of project activities. Additionally, LDs, district governments, NGOs/Rural Support Networks (RSNs) and community organisations (Cos) identified on need basis will also be IPs for specific components of the projects. The PMU serves as a management and coordination unit at the provincial level, and focuses on policy matters, facilitation, coordination and overall monitoring of Programme activities related to the RAA component.

Implementation of project activities will be guided by revised National Implementation Modality (NIM) guidelines approved by the EAD.

7.3: Geographic Coverage

The UNDP-led RAA Component initially covered 12 districts in the provinces of KP and Baluchistan. However, in 2012 it was agreed to include Ex-FATA as well and project activities were extended under Government of Japan grant to three UCs of Peshawar and north of Peshawar-Torkham highway. Interventions in KP and Baluchistan were focused in 12 districts and 103 UCs and 03 tehsils of Khyber Agency benefitting 5.9 M Pakistani population through grass root community-led interventions. These included 91,000 beneficiaries from EX-FATA. The primary target groups included community groups at the village, UC and tehsil levels, local government officials and staff of

of provincial government LDs (Education, Health, Public Health Engineering, Irrigation, Agriculture and Livestock), etc.

Following a Government and UN Retreat on RAHA in November 2012, the following districts/agencies were recommended for consideration in the RAA interventions:

KP	Baluchistan	EX-FATA Agencies (Now KP Districts)
Abbottabad, Bannu, Buner, Charsadda, Chitral, Dera Ismail Khan, Hangu, Haripur, Karak, Kohat, ,Lakki Marwat, Lower DirMalakand P. Area, Mansehra. Mardan, Nowshera, Peshawar,South Waziristan, Swabi, Swat, Tank, Upper Dir, Lower Dir	Bolan, Chagai, Killa Abdullah, Killa Saifullah, Loralai, Noshki, Pishin, Quetta, Zhob , Ziarat	Bajaur, Khyber, Kurram, Mohmand, South Waziristan

The level of suffering due to prolonged refugee presence varies within these districts/agencies and due to lack of resources, not all of these areas can be reached. However, keeping in view the potential of work, UNDP will keep options open to work in all of these areas subject to the availability of donor interest and resources. Priority, however, will be given to the districts and UCs, which were not included in the previous RAA interventions.

7.4: Intervention Sectors

The following thematic sectors will be focused during the next phase of the RAHA Programme:

a. Community Physical Infrastructure (CPI) to improve social service delivery. These will include irrigation channels, street pavements, school buildings, health facilities, drinking water supply schemes, toilets.

b. Disaster Risk Reduction and mitigation through flood protection walls and soil conservation projects, drought mitigation and adaptation.

c. Environmental conservation and climate change mitigation and adaptation through re-afforestation, rangeland rehabilitation, Integrated Water Resource Management (IWRM) and alternate energy through household solar panels and water pumps.

d. Community development and youth engagement through livelihood interventions contributing to economic empowerment and social cohesion.

7.5: Operational Processes

The RAA component follows a three-tiered social mobilisation system, which is at the core of RAA activities. This entails organising communities into COs, Village Organizations (VOs) and Local Support Organizations (LSOs) under a three-tier social mobilisation process at the community, village and UC level, and empowering them through capacity building interventions to have the ability to identify and prioritise their development needs and to articulate and negotiate with the relevant authorities and other development actors.

At the same time, capacity building interventions are undertaken to strengthen the capacity of the local authorities at the UC, tehsil, district and provincial levels enabling them to address the needs of their clients through a participative bottom-up development process by harnessing the inherent potentials of the communities.

RAA component's implementation is community driven, engagement through participation and inclusiveness, cost sharing by community and linkage development with government. RAA interventions are working towards creating socially cohesive and empowered communities having improved livelihood opportunities, social services delivery infrastructure, social protection within the community and an improved surrounding environment. The reintegration capacity of the target communities is also being built so they can become part of mainstream development, especially through recently introduced local government system.

7.5.1: Cost Sharing by Community Organizations (COs)

For the last six years FAO has positive experiences with costs sharing by the COs of agriculture development and marketing activities that are proposed by the COs themselves and that generate income. FAO operates two Programmes in Baluchistan in which the farmers who are organised in male community organisations (MCO) and women community organisations (WCO) substantially contribute.

Depending on the type of intervention, MCOs contribute 50 per cent of the costs of for example seed, trees, packaging materials (boxes), fertilizer, poultry, equipment or whatsoever in the first year, 70 per cent in the second year and 90 per cent in the 3rd year. Training is excluded from this and paid for 100 per cent by the FAO Programmes. WCOs contribute 25 per cent to investments in their kitchen gardens, solar egg hatchers, seeds and other type of investments. These community contributions are in cash. In case of interventions in the water area (such as Karez rehabilitation, water reservoirs, land levelling, dikes construction and piped irrigation systems) the same principle of costs sharing is applied but farmers contribute in kind and cash in the form of their

own and locally contracted labour and bulldozers etc. Training activities are funded for 100 per cent by the Programme.

This approach of co-funding of activities and investments by the Communities themselves and putting this in a contract ensures ownership and is one of the FAO Programme keys to sustainability of efforts after termination of the Programme.

It is important that donors agree on the principles and level of cost sharing with the COs to create a "level playing field" in Baluchistan and to avoid market distortion.

COs and VOs formed during the period 2009-14 are now federating into LSOs, which are UC-level institutions, formed with the goal of ensuring comprehensive community-led, area-based development. These COs are empowered to identify and prioritize their most pressing needs and implement these through community participation.

RAA's three-tiered social mobilization approach

Local Support Organization
 increased voice for demanding their rights
 Tapping funding sources independently
 Addressing Union Council Level issues

Village Organization
 Village Development Plans
 Addressing Village level issues (Farm to market roads, Flood Protection, Schools)

Community Organization
 1st tier of Mobilization
 Mostly address immediate needs (Street Pavements, Drinking Water, Latrines etc.)

This approach will support social cohesion and will lead to sustainable increase in the social services delivery through the community involvement. Synergies would also be built between different interventions to maximize project benefits for both communities. These efforts would be in conformity with the GoP's strategy for the management and repatriation of the Afghans.

Community self-management is a vital factor in ensuring the sustainability of the community. Capacity building rendered towards the community in the management of its affairs contributes towards the ownership aspects of the projects. In this instance, capacity building of the community and its involvement in the projects enhances its self-reliance and sustainability of the projects implemented. It also adds to the dignity of the affected population as a certain level of ownership is established.

7.5.2: Project Identification and Approval Mechanism

The following project identification and approval mechanism will be followed for the RAA Component:

a. The annual work plan (AWP) is prepared by the relevant P&DD of KP and Baluchistan and is subsequently approved by the relevant PTF, EAD and UNDP Country Office. Subsequent revisions/amendments in the approved AWP are also endorsed by the PTF, EAD and UNDP Country Office.

b. Community based schemes will be identified and prioritised by the communities through a participatory approach at CO, VO and LSO levels. RAHA district manager will then be requested

through a community resolution, which will become a base for the technical, social and environmental feasibility of the project. Subsequently the RAHA engineers will prepare estimates and technical drawings and submit it to the PMU for administrative and budgetary approval by the National Programme Director (NPD).

The project approval mechanism is diagrammatically shown as follows:

Community Based CPI Approval Process

↓

Request to UNDP through Community Resolution

↓

Social, Technical & Environmental Feasibilities by RAHA

↓

Preparation of Estimates & Technical Drawings

↓

Administrative approval by NPD

↓

Release of funds to the CO account

Strategic Plan 2014-2017
The strategic plan is focused on assisting countries to reduce extreme poverty, inequalities and exclusion. RAA progress will be monitored for contribution to the Strategic Plan

UN One Programmeme II
This OP-II document defines results/indicators for the period of 2013-2017. UNDP will monitor RAA's progress and report against these results/indicators

Monitoring of RAA progress against the results of UNDP's Common Country Programmeme Action Plan

Monitoring of RAA against UNDP's Annual WorkPlan

7.6: Monitoring and Evaluation (M&E)

7.6.1: UNDP's Global Monitoring Framework

According to UNDP Pakistan M&E policy, UNDP has to align its interventions with UNDP Strategic Plan, OP-II and/or Common Country Programme Action Plan (CCPAP) through its various Programme/project AWPs.

The hierarchical diagram below explains the level of results chain from a project to UNDP global strategic plan 2014-17. The purpose of explaining the result chain is to ensure that M&E in RAA Component contributes at all levels to create change at the global level.

7.6.2: Monitoring RAA Activities

UNDP believes that both Programmematic and financial monitoring is equally important for successful and sustainable Programme delivery. UNDP therefore, follows a regular monitoring policy emphasised in its Pakistan Country Office Revised Guideline 2015. RAA Programmematic activities will be monitored at the following three levels:

a. UNDP Country Office will be responsible for overall Programmematic and financial monitoring and will be guided by UNDP monitoring policy. This will include regular visits to the field locations by M&E team by Country Office, preparation of field visit reports and follow up actions taken against the observations. The report of such visits shall be shared with EAD on regular basis. The data will be fed in RAHA MIS for tracking progress and informed decision-making. UNDP Country Office along with EAD shall also undertake quarterly spot checks. UNDP Country Office shall do the monthly financial monitoring.

b. Programme activities will also be monitored by IPs at the provincial level. Necessary monitoring staff will be hired and placed under the supervision of NPD and PPM at the PMU.

c. RAHA District Managers will also ensure monitoring of Programme activities through the Field Monitoring Engineers and Monitoring and Coordination Associates. The District Managers have been given the responsibility to update the MIS data.

Similar procedure will be followed for all the provinces. In previous RAHA-ex-FATA Programme, all the RAHA components were being monitored by the concerned staff of each UN agency.

7.6.3 RAA Monitoring Guidelines

The following guideline needs to be kept in mind while monitoring RAA activities to ensure that these are contributing to CCPAP:

Programme Monitoring Policy (CCPAP)	UNDP Project Monitoring Policy
Each Programme must be monitored to ensure that: - The **Outcomes** agreed in the CCPAP and their constituent **Outputs** are being achieved. - Each project produces the envisaged **Outputs** in an efficient manner as per the project strategy and the corresponding Annual Work Plan. - Decisions of Programmes and projects are based on facts and evidence. - Lessons learned are systematically captured for knowledge and improving future Programmes and projects. - The Programmematic interventions contribute to the inclusive economic growth, increased resilience, strengthened governance and gender equality as highlighted in the UNDP Strategic Plan and One UNProgramme	*Project monitoring is linked to and should feed Programme at outcome level monitoring. The project monitoring plan should:* - Clarify the precise **results** elements to be monitored; - Collect monitoring evidence that the **outputs** are being produced efficiently and as intended; - Monitoring the project's contribution to progressive achievement of **outcomes**; - Ensure that monitoring evidence reliably informs whether the project **outputs** being generated remain relevant to achieving the **outcome**; - Ensure that **activities/events** needed for monitoring are scheduled and responsibilities assigned; - Ensure that the project budgets include adequate **human** and **financial** resources for *monitoring and evaluation*; - Ensure capture of issues and lessons; discern what issues have emerged during implementation: Have the foreseen **risks** and **assumptions** materialised? Have other unforeseen challenges, opportunities and risks materialised? Are these being managed? - Ensure that all the information that includes project document, monitoring reports, progress reports, other studies are shared with evaluation team. Provide technical support in developing tools and methodology for evaluating RAHA.

ACRONYMS

AA	Administrative Agent	IWRM	Integrated Water Resource Management
ACS	Additional Chief Secretary	JPC	Joint Programme Component
ARRC	Afghan Refugees Repatriation Cell	JPSC	Joint Programme Steering Committee
ARs	Afghan Refugees	JRMS	Joint Resource Mobilization Strategy
ATWS	Allowed to Work Status	KP	Khyber Pakhtunkhwa
AWP	Annual Work Plan	LDs	Line Departments
BHU	Basic Health Unit	LSO	Local Support Organization
COI	Country Office Islamabad	M&E	Monitoring and Evaluation
BOQ	Bill of Quantities	MDGs	Millennium Development Goals
CA	Convening Agent	MIS	Management Information System
CAR	Commissioner for Afghan Refugees	MoU	Memorandum of Understanding
CCAR	Chief Commissioner for Afghan Refugees	NGO	Non-Governmental Organization
CCPAP	Common Country Programme Action Plan	NIM	National Implementation Modality
CCRAHA	Chief Coordinator RAHA	NPD	National Programme Director
CEOI	Call for Expression of Interest	OP-I	One UN Programme Phase- I
CFP	Call for Proposal	OP-II	One UN Programme Phase –II
COs	Community Organizations	P&D	Planning and Development
CPI	Community Physical Infrastructure	P&DD	Planning and Development Department
CWG	Core Working Group	PC-I	Planning Commission-I (Project Proposal by LD)
DaO	Delivering as One	PC-IV	Planning Commission-IV (Project Completion Report)
DC	Deputy Commissioner	PKR	Pak Rupee
DCC	District Coordination Committee	PM	Project Manager
DCO	District Coordination Officer	PM&E	Participatory Monitoring and Evaluation
DG	Director General	PMU	Programme Management Unit
DRM	Disaster Risk Management	POR	Proof of Registration
EAD	Economic Affairs Division, Ministry of Finance, Revenue, Economic Affairs, Statistics & Privatization	PPA	Project Partnership Agreements
		PPM	Provincial Programme Manager
EDO	Executive District Officers	PRCA	Participatory Resource Constraint Analysis
EU	European Union	PTF	Provincial Task Force
FAO	Food and Agriculture Organization	RAAs	Refugee Affected Areas
FATA	Federally Administered Tribal Areas	RAHA	Refugee Affected and Hosting Areas
FFO	Federal Foreign Office of Germany	RBM	Result-Based Management
FTF	Federal Task Force	RC	RAHA Cell
FU	Field Unit	RHAs	Refugee Hosting Areas
FUI	Field Unit Islamabad	RHC	Rural Health Centre
GIZ	Gesellschaft fur Internationale Zusammenarbeit	RLPs	Relatively Larger Projects
		RRF	Result and Resource Frameworks
GoA	Government of Afghanistan	RS	RAHA Secretariat
GoP	Government of Pakistan	RSN	Rural Support Network
HLC	High Level Committee	RU	RAHA Unit
IAWG	Inter-Agency Working Group	RV	Refugee Villages
ILO	International Labour Office	SAFRON	Ministry of States and Frontier Regions
INGO	International Non Governmental Organization	SDU	Special Development Unit
IP	Implementing Partner	SO	Sub Office
IRRF	Integrated Result and Resource Framework	SPAs	Strategic Priority Areas

SSAR	Solutions Strategy for Afghan Refugees
TDPs	Temporary Displaced Persons
UC	Union Council
UN	United Nations
UNCT	United Nations Country Team
UNDAF	United Nations Development Action Framework
UNDP	United Nations Development Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UN HABITAT	United Nations Human Settlements Programme
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNOPS	United Nations Office for Project Services
UNRC	United Nations Resident Coordinator
UN WOMEN	UN Entity for Gender Equality and the Empowerment of Women
USA	United States of America
USD	United States Dollar
VO	Village Organizations
WASH	Water, Sanitation and Hygiene
WFP	World Food Programme
WHO	World Health Organization

What is the Support Platform for the SSAR?

Displacement from and within Afghanistan is entering its fifth decade. It remains the second largest refugee situation in the world, with nearly 5 million individuals affected internally and across borders. The vast majority of Afghan refugees - some 90 percent - are hosted by just two countries, the Islamic Republics of Iran and Pakistan. Since its launch in 2012, the three governments have progressively pursued the Solutions Strategy for Afghan Refugees (SSAR) as a regional approach to create an environment conducive to voluntary repatriation and sustainable reintegration inside Afghanistan, while also easing pressure on the host communities. Over the last 18 years, more than 5 million A' The international community's affirmation of the Global Compact on Refugees (GCR) was driven by the imperative to find solutions for the benefit of refugees and host communities alike by translating the long-standing principles of international cooperation and burden and responsibility-sharing into practice. With the 's support platforms a kmeans support these the three the SSAR Support Platform in the context of the first Global Refugee Forum in December 2019. This document provides an initial overview of the priority areas for intervention for which we are seeking support for in each country to directly support the objectives of the SSAR.

Population of concern and core areas of support

AFGHANISTAN
Education
Health
Livelihoods
Infrastructure & services

IRAN
Education
Health
Livelihoods

PAKISTAN
Education
Health
Livelihoods
Energy
Water

Sea

Islamic Republic of Afghanistan

Islamic Republic of Iran

0.95M

5.2 M
Islamic Republic of Pakistan

1.4M
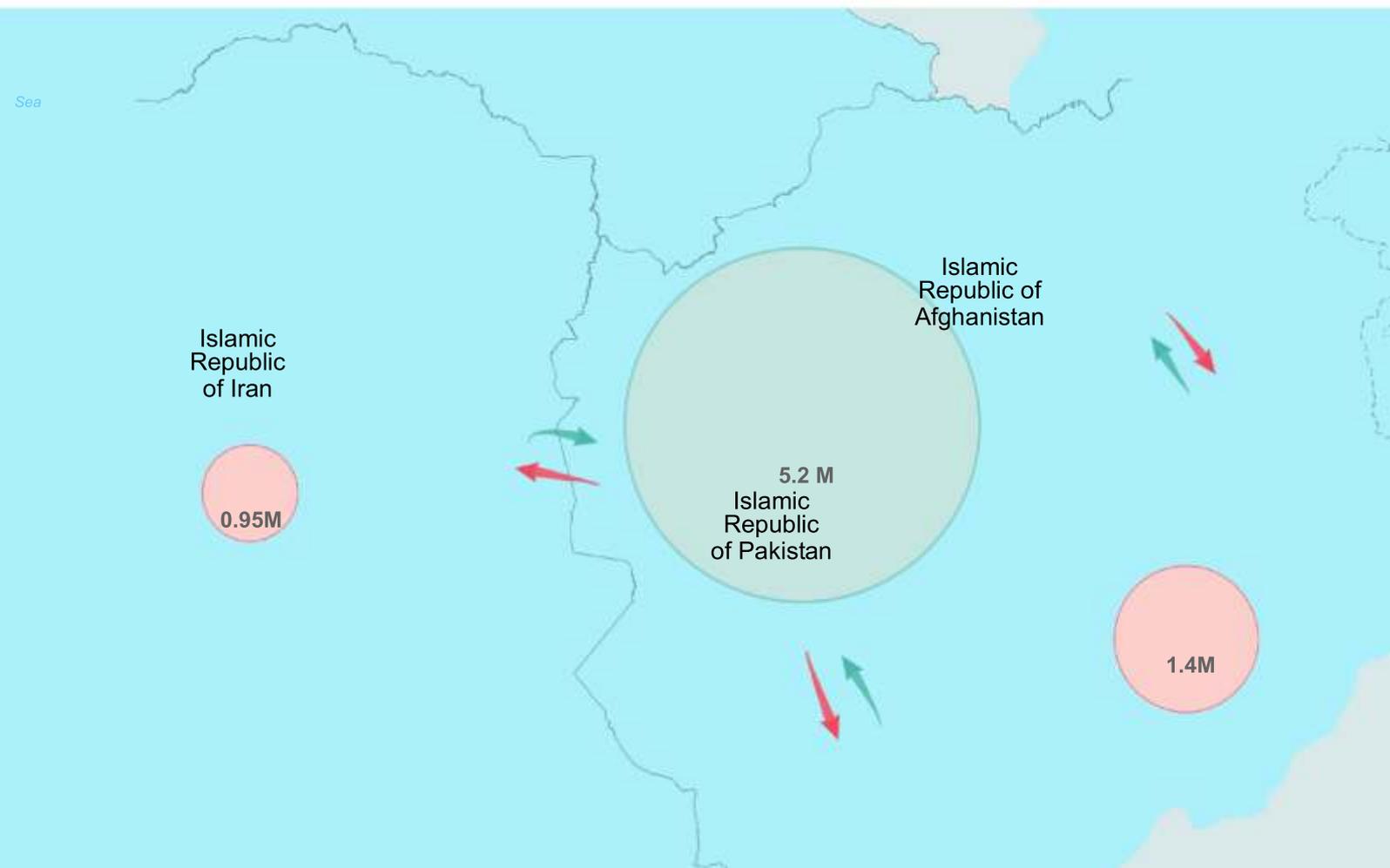
Islamic Republic of Pakistan

Overview

For the majority of these 40 years, Pakistan has been the largest refugee hosting country. Pakistan today hosts some 3 million Afghans, including 1.4 million Afghan refugees holding proof of registration cards (POR), some 879,000 Afghans holding Afghan Citizen Cards (ACC cards), and other undocumented Afghans. Today most Afghan refugees live in urban and rural areas alongside their Pakistani hosts, with access to local services including health and education. Despite the impact on infrastructure and public service delivery, the Government of Pakistan has continued to support inclusion, most recently allowing refugees to open bank accounts.

To alleviate the burden on local communities and strengthen social cohesion, ten years ago the Government of Pakistan and partners, including UNHCR and UNDP, launched the Refugee Affected and Hosting Areas (RAHA) programme. Having benefitted 12.4 million people in the decade of its existence, the RAHA programme forms the cornerstone of the SSAR in Pakistan. It provides a responsibility-sharing platform that links vital humanitarian and development interventions in affected areas, for the benefit of refugees and their hosts.

Core Areas of Support

Education

The Government of Pakistan continues to provide refugee children with access to national education institutions, even as 23 million Pakistani children remain out of school. In this context, priority projects include construction and rehabilitation of school buildings and teacher training, to expand access to primary and secondary education for Afghan and Pakistani children.

Health

Afghan refugees can access national health systems on par with nationals, and the Government of Pakistan has taken steps to include refugees in its health plans and programmes. Priority projects include targeted interventions to strengthen services for cancer, gynaecology, tuberculosis, and maternity and neonatal care.

Livelihoods

To build the social, human and financial capital of refugees, the Government of Pakistan encourages their inclusion in public vocational skills training. In order to build transferrable skills and create income-generating opportunities for all, priority projects include the construction of technical and vocational training institutes, enhancement of women'

Energy

Priority projects will provide alternative energy solutions for health and educational facilities in rural areas.

Water

In some communities, water scarcity has affected the provincial economy and limited the availability of potable water, leading to tensions between refugees and local communities. Priority projects will develop new water supply sources and construct water reservoirs.

Islamic Republic of Afghanistan

Overview

The Government of Afghanistan has made the return and reintegration of its nationals a top priority. It is eturn Ex' Returnees and IDPs and included returnees and displaced persons in its National Peace and Development Framework and the Citizens' . the Land Returnees will further the potential for sustainable return. In alignment with these initiatives, the Government of Afghanistan, UNHCR and other partners have jointly identified 20 Priority Areas of Return and Reintegration (PARRs) where absorption capacity can be enhanced for the benefit of returnees, the internally displaced, and the local community. These areas have been selected with attention to the high number of returnees that they have received, assessed needs, and suitability for coordinated efforts by a range of humanitarian and development actors. With over 350,000 beneficiaries reached in 2019, more than 1 million people living in these priority areas could benefit from scalable interventions in seven key sectors in 2020, including those below.

Core Areas of Support

Education

Continuing the education of their children is a primary concern among refugees considering return. Priority projects include the construction and furnishing of new school facilities and rehabilitation of road networks.

Health

Priority projects include the construction of basic health clinics and community health centres, in cluding primary health, in-patient, maternity and out-patient services.

Livelihoods

Priority projects include technical training and skills development as well as support with start-up capital and tools or other inputs for small and home-based businesses.

Infrastructure and services

Priority projects address water supply (construction of wells, reservoirs and delivery networks); energy (construction of micro hydroelectric power plants, provision of solar power packages and other forms of renewable energy); and the construction of youth community centres and sports facilities.

Islamic Republic of Iran

Overview

Nearly one million registered Afghan refugees live in Iran, alongside an estimated 1.5-2 million Afghans without documentation. The vast majority (97%) live alongside their hosts in urban areas. The Government of Iran's progressive policies allow all Afghan children access to free education within the national system, regardless of their status or documentation. The transformative impact of such policies is clear: the Government of iran reports that the literacy of Afghans has grown from just 6 to 65 percent during their 40 years of exile. Afghan refugees also have broad access to healthcare, and the Government of Iran is placing an increasing emphasis on livelihoods and self-reliance.

In a socio-economic context that is increasingly challenging, UNHCR and partners support the Government of Iran to maintain these inclusive policies. Guided by the SSAR, focus is placed on three key sectors – health, education and livelihoods – with an emphasis on support to national public service delivery systems. Toward these ends, UNHCR aims to bring together a broad base of stakeholders in the spirit of enhanced international responsibility- and burden-sharing with host communities that is at the heart of the GCR.

Core Areas of Support

Education

Priority projects support the construction and rehabilitation of schools to increase capacity in areas hosting large numbers of refugees, equally benefiting the community. A further focus of education interventions is to increase enrolment and reduce dropouts, including through accelerated learning programmes that enable out-of-school and over-aged children to access formal education.

Health

Afghan refugees have access to primary healthcare on the same basis as nationals, as well as subsidized access to secondary and tertiary health care through Universal Public Health Insurance, consistent with the 6th Five-Year National Development Plan. Priority projects include support for the most vulnerable refugees to access the public health insurance and support to the primary health care system, especially in areas that host large number of refugees.

Livelihoods

When refugees access vocational training and develop marketable skills, their enhanced self-reliance not only contributes to the local community, but also better prepares them for successful and sustainable reintegration upon voluntary return. Today Afghan refugees are allowed to work in 87 occupations, and male refugees can obtain temporary work permits. Refugees also have access to certified vocational education within the national system. Priority projects include skills development and vocational training, as well as small grants to enable refugees to establish small and home-based businesses. A further priority is cross-border collaboration to match refugees' skills, education and capacities with market-based assessments of needs and opportunities inside Afghanistan.

RHA-Project Selection and Approval Process

<u>**APPLICATION**</u>

   a. This process relates to RAHA's humanitarian cum development projects within the current system of Provincial Task Force (PTF).

   b. The process/SOPs stated here (for one province as sample) will be applied by all provinces.

1. **<u>KEY ELEMENTS</u>**

   a. **<u>Purpose of SOPs</u>**: These SOPs are to help all concerned entities in correct sequencing of procedures to be followed in identification, selection, endorsement and approval of RAHA's humanitarian cum development projects.

   b. **<u>Projects' Identification and Selection</u>**: RAHA Team {representatives of provincial Commissioner of Afghan Refugees (CAR) and UNHCR Sub Office} will visit/meet districts' officials to select/validate projects that the districts propose to be implemented by the Line Departments (LDs), UNHCR-Direct Implementation Projects (DIPs) and NGOs.

   The identification of projects is not limited to Deputy Commissioners and district authorities, but projects can also be proposed by communities (local and Afghan), parliamentarians, local government representatives, UN Agencies, NGOs / INGOs and any other meaningful source and put forward to RAHA's regular selection and approval procedure.

   The proposed line department (**LD**)-specific projects will be chosen by validation of their PC-1s on site by RAHA Team and then, routing of PC-1s by the districts via relevant provincial LDs' Secretaries on to RAHA Team.

   Projects cited for UNHCR (DIPs) & **NGOs** will also be site-validated by RAHA team per data provided by the districts. But, their partners will be chosen through IPMC Rules under which pool of partners have already been approved and where required via a 'call for Expression of Interest (EOI). UNHCR has the discretion of selecting any partner for the implementation of the project based on the partners' past performance, capacity, sector expertise and geographical presence.

   c. PC-1s and 'Briefs' for proposed **LDs', UNHCR (DIPs') and NGOs'** projects will be prepared as follows:-

     (1) **<u>LDs' Projects:</u>** The identification of the projects can be proposed by the district authorities, federal & provincial govt, govt. departments, parliamentarians, local government representatives, UN agencies, NGOs / INGOs, communities (local and Afghans) and any other meaningful source.
     The submission can be in the form of Government PC-1s, proposals, concepnt notes, factsheet or even just a list of potential schemes.
     (2) **<u>UNHCR (DIPs') and NGOs' Projects</u>**: UNHCR will prepare their separate 'Briefs' that outline the scope of the interventions and include, inter alia, their titles, purposes, outcomes, locations, main activities, beneficiaries and sustenance, etc.

<u>Government-Proposed LD Projects</u>. PC-1s / proposals / concept notes would be prepared by CAR via provincial LDs and passed on to RAHA Team for site validation visits.
     (1) The validated PC-1s will be processed in pre-PTF and PTF meetings, with the districts' projects.

   d. **<u>Transparency</u>**: District authorities will ensure transparency by making all stakeholders, community members (both Pakistani and Afghan Refugees) and elected representatives aware of the process.

2. **<u>SEQUENTIAL SOP ACTIVITIES</u>**: The SOPs to be followed are stated below. For quick glance, see the Chart in 6.5.1 in the main text..
   a. **<u>Project Identification</u>**:
   The identification of the projects can be proposed by the district authorities, federal & provincial govt, govt. departments, parliamentarians, local government representatives, UN agencies, NGOs / INGOs, communities (local

and Afghans) and any other meaningful source.

The submission can be in the form of Government PC-1s, proposals, concepnt notes, factsheet or even just a list of potential schemes.

b. **Desk Review:** After the projects are identified, the respective provinical offices (UNHCR and CAR) will jointly desk review the proposals keeping in view the RAHA project selection criteria.

c. **Site Validation**: After the PC-1s & 'Briefs' are recieved; the RAHA Team shall visit the proposed projects' sites to validate the PC-1s and 'Briefs' and ensure that the projects fully meet RAHA's Project-Selection Criteria. If a project does not meet the criteria, it will be rejected.

d. **Submission of PC-1s & 'Briefs'.** After finalising the proposed projects, PC-1s of LDs-related projects will be sent to provincial secretaries of the relevant LDs; and give 'Briefs' of UNHCR (DIPs) and NGOs-related projects to the RAHA Team. (**Note**: Later, when 'Briefs' of all districts are gathered, the RAHA Team would follow the IPMC rules and select the partner from the approved pool of partners OR initiate a one-time 'Call for EOI' for selecting the partners-NGOs).

e. **Actions by the Provincial LDs' Secretaries**

(1) On receipt of PC-1s of projects of successive districts, LDs' secretaries will scrutinise and sign these PC-1s, ensuring these PC-1s are not included in the province's Development Plans. The signed PC-1s will be sent to RAHA Team <u>without waiting</u> for receipt of PC-1s of <u>all</u> districts.

(2) Signing of the PC-1s of the projects by the LDs' secretaries would be taken as their consent to sustain the projects once completed/handed over to the LDs concerned.

f. **Social Protection Projects**: The RAHA Team, in collaboration with UNHCR 'protection entities', may also submit proposals to be implemented by UNHCR (DIPs) or NGOs for projects falling in the social protection category, such as: rehabilitation of shelters for women or children at risk; centres for disabled or challenged men, women or children; and institutions for unsupported minors, etc.

g. **Actions by the Provincial RAHA Teams**

(1) The RAHA Team may select partners for the desired projects by following the IPMC Rules at UNHCR's discretion. The project will be allotted to the partner selected from the approved pool of partners, according to their capacity, expertise and accessibility, subject to meeting of the conditions stated in '6.5.4 m' in the main text.

OR

(2) In the case of selection of NGOs, the RAHA Team will initiate 'Calls for EOI' as soon as all districts' 'Briefs' of NGO's projects have been gathered. The 'Call for EOI' will also clearly state the following:-

a. If any donor insists, the 'Call for EOI' will state that related NGOs' proposals may include following soft humanitarian activities:-

i. <u>Health Projects</u>: Health & hygiene training & community mobilisation on merit of vaccines.

ii. <u>Education Projects</u>: Activation of parents-teachers committees; training in management of schools, health and hygiene; and community mobilisation on value of education.

iii. <u>Livelihood Projects</u>: Training in health and hygiene.

RAHA Team and the PTF will ensure that their costs are kept as low as possible so that the main project activities get maximum funds.

(b) That NGO's proposals must carry an "Exclusivity certificate" signed by the related Government department to the effect that the proposed project is not included in the provincial development plan.

(c)   That admin/non-operational costs catered for the NGO and   project staff do not together exceed 15~20% of the project cost.

(3)   **IP Risk Assessment**. Once NGOs' proposal have been received and reviewed, and incomplete/unviable proposals or those not carrying ATW certification have been   screened out; UNHCR   will conduct IP Risk Assessment, if it intends to give any project to NGOs. s. In case of approved pool of partners, their risk assessment has already been conducted by UNHCR's Multi-Functional Teams.

(4) **Govt. Proposed Projects**: RAHA Team will also scrutinize PC-1s and validate these for such essential projects suggested by the federal and provincial governments and parlimentarians/public representatives which fulfil the RAHA criteria.

(5) **Pre-PTF Meeting**: PC-1s received from LDs' secretaries and cleared proposals of UNHCR (DIPs) and NGOs' will then be discussed in a <u>pre-PTF meeting</u> to identify the projects to be placed before the PTF meeting..

(5) **Documentation**: Data of the proposed projects (taken from the PC-1s & proposals) will be entered <u>in the standard PTF-data formats (at Annex- C2) issued by RAHA Secretariat.</u>

(6) **PTF Meeting**: Within five work-days after pre-PTF meeting, CAR will convene/chair a PTF meeting and, using the standard PTF-data formats, discuss all the put-up projects (and recommend those projects which fully qualify the RAHA Project Selection Criteria. Besides, the PTF would take the following <u>important</u> steps:-

a. Identify which high priority projects   will be recommended for implementation and using up the funds provided for the year. These projects will be placed in '**Part-1**' of the standard PTF-data formats to be sent up to CCAR/SAFRON for approval. Allocation of projects to LDs and UNHCR (DIPs)/NGOs must cater for 50:50 financial ratios between them subject to the availability of suitable projects.

b. Prioritise rest of the recommended projects in '**Part-2**' of standard PTF-data forms to be sent to CCAR/SAFRON. <u>These projects</u> <u>once approved by SAFRON, would stay in the 'pool' and be processed per 3n when more funds are provided during the year</u>).

The projects to be included in Parts 1 and 2 will be carefully chosen to ensure their sectoral, geographical and financial parity amidst the districts. Assessed needs of the districts and proportion of their resident Afghan refugees will also be considered. Also, donors' advice about where and how their funds are to be spent will also be followed. For deciding this matter wisely, an analysis of RAHA projects implemented in each district since 2009, covering the stated angles, will be done before undertaking the steps in 3h(5) and 6(a) & (b)

a.   While CAR decides project recommendation ; Head of UNHCR office may, if he/she differs with any PTF decision, attach a 'Dissent Note' to the PTF-Data Formats when signing before dispatch to CCAR. The matter will subsequently be decided by CCAR.

i.   **Forwarding Recommended Proposals to CCAR**: If PTF alters the PC-1s or proposals in some way; then, RAHA Team will modify the PTF-data formats {3h(5) & (6)} accordingly and, in three working days, send these to CCAR/RAHA Cell along with the PC-1s and proposals for endorsement.

j. **CCAR/RAHA Cell**: After checks by RAHA Cell in three working days, CCAR will submit the data of the recommended projects to Chief Commissioner for endorsement.

k. **Approval of Projects/IPs**: SAFRON (preferably in 3~4 days) will check upon the ATW status of NGOs endorsed as UNHCR's partners. After review of ATW/other aspects, SAFRON shall approve the projects and inform CCAR, , RAHA Secretariat, RAHA Cell, UNHCR Branch Office, Islamabad, and concerned provincial CARs & UNHCR Sub-Offices.

l. **Post-Approval Actions by RAHA Team**: On receiving list of the approved 'Projects', CARs and UNHCR Sub-Offices will inform the LDs & UNHCR's partners(NGOs) approved to carry out projects listed in **Part-1** of the Plan {see 3h(6)(a)} to undertake preparatory actions for starting the works.

j. **Implementation of Projects.** On completion of the foregoing process/SOPs, the already in-vouge existing process of project implementation would be put into action by the provincial CARs and UNHCR COI/Sub-Offices . The offices will make efforts to get the projects started within 3 weeks after their approval.

k. **Further Use of the 'Pool' Projects**.

   If additional funds are available, projects will be selected from "Pool of Approved Projects" in the following manner:

   a. All the projects in the pool must be in order of priority of implementation. As all the projects would already been recommended by PTF, endorsed by CCAR and approved by SAFRON in priority of implementation.

   b. If there is a substantial change in the scope of the project or when a cost increase of over 15% in the project's original approved cost are envisaged; then it shall be considered as a totally new submission, which needs to go through all channels of approval. Such projects will be jointly re-validated.

   c. An approved project is selected from approved pool of project for implementation and has any change in budget and/or scope, then it shall be Put through the normal RAHA project approval process i.e., agreement of pre-PTF forum, recommendation by PTF forum, endorsement by chief commissioner and final approval by ministry of SAFRON. After the funds made available for implementing the projects, the provincial raha units (UNHCR and Provincial CARs) shall act effectively and work jointly to develop the projects on time and present the projects to PTF forum for endorsement within a maximum period of two weeks. The Chief Commissioner subsequently will obtain an approval from the Ministry of SAFRON within a maximum of two weeks, starting from the date on which CCAR receives the PTF recommended projects along with the minutes of the PTF. If within a maximum of two weeks, from the time of receiving the minutes of PTF at CCAR, the project approval is not obtained / granted by the Ministry of SAFRON, the recommended projects by PTF will be considered approved.

   d. In case there is no change in cost or scope of the project, the projects may be selected from the pool at the discretion of the provincial offices, but a justification note must be shared with RAHA Secretariat as well as COI. In case RAHA Secretariat / COI does not agree to the selection, a dissent note will be shared with the provinces and the project would be referred to the CCAR for decision.

   e. The "pool of approved projects" will be valid for two years. The pool of projects will be jointly reviewed biannually (6 months).

HOSTING AREA SCHEMES-(YEAR) ENDORSED BY PROVINCIAL TASK FORCE (PTF)# _____ OF PROVINCE

#	PTF No.	Sector	Project Title	District, UC, Village/Town	Site Name	GPS Coordinates	Specifics of Project Activities on which Funds will be Spent	Project Cost (PKR) and Donor	Project Duration (Months)	Implementing Agency	No. of Direct Beneficiaries who would use the Facility				Avarage Distance (KMs) of Afghan Habitats	PTF Decision
											Host Communities		Afghan Refugees			
											Male	Female	Male	Female		

Note: The above table would be printed on A-3 size paper, please.

NOTE
The following Table would be prepared for each project to be considered by the PTF.
Budget Sheet
(2018)

IP name, acronym:_____

Project title:_____

Project site: District:_____;Tehsil:_____;Union Council:_____;Village/Town:_____

Project period *(Enter months & days)*

	Item Description	Unit	UNIT Cost/ PKR	# Months	Total Cost/ PKR	Contribution IP	Contribution UNHCR
	1 - Overhead Costs						
	[Core staff relevant to project, salary incl]						
	[Core staff relevant to project, salary incl]						
	[Core staff relevant to project, salary incl]						
	[Core staff relevant to project, salary incl]						
	Staff Insurance						
	Staff travel allowance						
	Rent of office premises						
1	Ulilities						
	Communication						
	Office supplies						
	Vehicle insurance for cars provided by UNHCR						
	Maintenance of cars provided by UNHCR						
	Fuel and lubricants						
	Total % of total project value:						
	2 - Project Costs						
	[Project staff; salary]						
	[Project staff; salary]						
	[Project staff; salary]						
	[Project staff; salary]						
	Project staff insurance						
	Project staff travel						
	Project staff training						
	Rent of Project office pemisis						
	Project office utilities						
2	Project communication						
	Project office supplies						
	Project equipment						
	Project transport (vehicle rental)						
	Fuel and lubricants						
	Bank Charges						
	Donor visibility						
	Total						
	3 - Project Objective I Capacity Building						
	[Trainer, female; salary incl, EOBI, taxes]						
	[Community mobilizer, male; salary incl, EOBI, taxes]						
	Staff insurace						
	Training sessions						
	Training materials, books, tools						
3	Beneficiary material and tool kits						
	Classroom Supplies						
	Furniture						
	Total						

4 - Project sustainability (community Mobilization)							
4	Community mobilizer, female; salary inc, EOBI, taxes						
	Community mobilizer, male; salary inc, EOBI, taxes						
	Staff insurance						
	CBO/PTA/SMC/WMC etc, set-up/support						
	Mobilization and awareness session						
	Baseline and evaluation Serveys						
	Total						
5 - Project Objective II Construction							
5	BoQ buildings [List all sub activities under this head and the cost of each activity]						
	BoQ networks [List all sub activities under this head and the cost of each activity]						
	Area factor [List all sub activities under this head and the cost of each activity]						
	Overall contingency [List all sub activities under this head and the cost of each activity]						
	Community labour [List all sub activities under this head and the cost of each activity]						
	Total						
	OVERALL TOTAL						

Certified that above stated entries are same as stated in the project PC-1/Proposal.

Signature:_____

Name, Title:_____

Date of submission:_____

EXPLANATORY NOTES FOR USING THE NEW PTF DATA FORMATS

DOCUMENTS TO BE PROVIDED TO THE PTF PARTICIPANTS

1. Provincial RAHA Teams will put up data of shortlisted proposals to Provincial Task Force (PTFs) in the following Formats:-

    a. Standard **'Brief'** on outcomes of the PTF Meeting.

    b. Data Table of the Recommended Proposals. ***{To be attached as Annex-A to the Cover Letter (Para 1a)}.***

    c. Budget Sheet of the Recommended Proposals. ***{To be attached as Annex-B to the Cover Letter(Para 1a)}.***

2. CARs & UNHCR Sub-Offices may add other key data not covered in the Formats or delete inapplicable data.

3. PC-1s of Line Departments & proposals of UNHCR direct implementation projects /NGOs will also be kept available for perusal by PTF members.

4. Notes on entries to be made or steps to be taken by RAHA Team (Reps of CARs and UNHCR Sub-Offices) are stated in attached Formats in ***bold italics***.

DOCUMENTS TO BE FORWARDED TO THE CCAR

5. After the PTF meetings, the RAHA Teams will amend the documents listed in 1a-c above according to PTFs' decisions and then send these to CCAR/RAHA Cell for obtaining approval of Ministry of SAFRON.

6. The **'Brief'** mentioned in Para 1a **will also serve** as **Cover letter** for sending the recommended proposals to CCAR.

7. LDs' PC-1s & UNHCR DIPs'/ NGOs' Proposals will also be sent to CCAR/RAHA Cell. These must include the following data/documents:-

    a. Details of all project components/activities including: activity-wise expense, BOQ, measurements, X-sectional drawings, etc. Data entered in Data Formats (Paras 1a-c) will be directly drawn from the revised PC-1s & Proposals.

    b. Sites' map showing GPS locations & length, size and alignment of all types of civil or other physical works.

    c. NGOs' Proposals must carry Site Validation and IP Risk Assessment Reports, ATW Certificate and NOC signed & stamped by Secretaries of related LD (**NOT district officials**).

7. RAHA Teams must ensure that data stated in the Formats is same as stated in LDs' PC-1s & UNHCR DIPs'/ NGOs' proposals.

STANDARD BRIEF OF OUTCOMES OF PTF MEETING

USAGE NOTES

1. The Format below:-

    a. States the <u>basic data</u> & <u>PTF's rationale for the recommended proposals</u>.

    b. Supports the new "projects' selection/approval process" issued by RAHA Secretariat on 10.3.15.

2. Notes in ***<u>bold italics</u>*** indicate the entries to be made or step to be taken by the Sender of this Format.

(Delete this box when sending the brief' outlined below to CCAR/RAHA Cel)

To : Chief Commissioner Afghan Refugees
      Islamabad

Subject: <u>Brief of PTF-(**#**) (Meeting of **(provinces' name)** held on (**Date**), Endorsing Project Proposals</u>

Dear Sir,

1. In line with the RAHA Programme Document 2020-2022, the PTF-Chairman of **(province)** has recommended a 'pool' of **(no.)** projects (Annex-A) in the captioned PTF meeting.

2. The PTF meeting was chaired by **(designation)** and was attended by UNHCR's Head of Sub-Office (**place**) and Programme Officer, Chief Coordinator RAHA Secretariat, Project Manager RAHA Cell, UNHCR COI's Associate Field Officer, and Chief Coordinator RAHA Unit (**province**). (***Omit those who did not attend or add other senior participants***).

3. Outlined below are the 'basic data' of and 'rationale' for the recommended projects.

BASIC DATA OF THE RECOMMENDED PROJECTS

The Recommended Projects

4. The (**no.**) recommended projects listed at Annex-A are in line with the top needs of the communities, sectoral/ geographical parity, size of resident Afghan population and 50:50 financial ratio amid LDs & UNHCR DIPs/ NGOs. (***Add donor's criteria, if applied***).

5. Once these recommended projects are endorsed and approved, these will be put in the provincial pool of approved projects. Thereafter, whenever funds are made available, a PTF meeting will be held to prioritize that number of projects from the pool which would fully utilize the given funds. Such projects will be re-validated jointly by a team comprising reps of provincial CAR offices, UNHCR Sub-Office, RAHA Cell and UNHCR COI prior to putting up to PTF meeting.

FUNDING STATUS

1. The overall cost of the recommended projects is about USDs (..M) provided by (**donor's name**). As such a large sum is not likely to be provided in one year, the approved projects' 'pool' would suffice for more than one year.

2. Further funding for 2019 & funds-outlay for 2020 is not yet announced. But the 'pool' of approved projects will let us begin work on new projects within one month from the dates of actual allocation of funds.

3. (***Delete this para if not applicable***). As (**Donor's name**) has restricted the use of its funds to (**names the districts**); the PTF decided to use the funds provided by (**other donor's name**) in (**other districts' names**) as the latter donor has laid no geographical restriction on the use of its funds.

DONORS' CRITERIA/RESTRICTIONS

1. Following criteria and restrictions have been laid by (**Donor's name**) for the use of its funds for RHA-projects:

    a. Sectoral restrictions.   }
    b. Geographical restrictions.   }   ***(Elaborate each type of restriction)***
    c. Project Cost restrictions. }
    d. Other restrictions.   }

    RATIONALE FOR THE RECOMMENDED PROPOSALS

1. Analysis of the projects' data in Annex-A reveals the below stated extent of compliance with the directives of Ministry of SAFRON relating to selection of the RHA-projects.

1. **SECTORAL PRIORITY:** The Ministry's directives on 'sectoral priority' have been *(or could not be)* complied with as explained in the Table below.

#	Sector	No. of Projects			% Funds Allocated			Reasons for Non-compliance *(Remove this column if not applicable)*
		2009~2018	2019	Total	2009~2018	2019	Total	
1	Education							
2	Health							
3	Livelihood							
4	WASH							
5	Infrastructure							
6	Social Protection							
7	Environment							

1. **GEOGRAPHICAL PARITY OF PROJECTS & FUNDS** This has *(or has not)* been achieved as explained in the Table below:-

#	**District	No. of Projects			% Funds Allocated			Reasons for Non-parity* *(Remove this column if not applicable)*
		2009~2018	2019	Total	2009~2018	2019	Total	
1								
2								
3								
4								
5								
6								

* Reasons may be: donor declining to use funds in some districts or low/no presence of Afghans in the districts. Other reasons may also be added.

** Data of all districts of the province (in case of KP, 7 merged tribal districts) would be entered in the above Chart. (RC to remove this note if 7 TAs are not included in RHA districts by CCAR and UNHCR).

1. **RATIO OF FUND ALLOCATION BETWEEN LDs AND UNHCR DIPs/ NGOs:** The ratio of funds allocated to projects to be done by LDs and UNHCR DIPs/NGOs is shown in the Table below. The data in the Table indicates that the ratio of funds allocated is *(give the actual ratio)* which is in line with *(or not in line with)* the 50:50 ratio set by Ministry of SAFRON. *(In case of an imbalanced ratio state the reasons in the last column of the Table below. But if the ratio is 50:50 or close to it, then, delete the last column in the Table and the words: "or not in line with" stated in bold italics above in this Para).*

1. *in line with" stated in bold italics above in this Para).*

#	District	No. of Projects			% Funds Allocated			Reasons for Non-parity* *(Remove this column if not applicable)*
		2009~2018	2019	Total	2009~2018	2019	Total	
1	Govt. LDs							
2	UNHCRDIPs/ NGOs							

1. **INCLUSION OF RELATIVELY LARGER PROJECTS (RLPs)/ HIGH IMPACT PROJECTS (HIPs)** The following RLPs/ HIPs have been included in the 'pool' of the recommended projects:-@

#	Project Title	Location (District, Tehsil, UC, Village)	Main Project Activities	Funds Allocated
1				
2				
3				
4				
5				

@If no Relative Large Projects (RLP)/ High Impact Projects (HIPs) has been included in the 'pool'; then, state so in 1st sentence of Para 14, giving reasons for inability to recommend RLPs/ HIPs and delete the preceding Table and existing 1st sentence of Para 14.

1. **REASONS FOR INCLUSION OF SOME LOW PRIORITY PROJECTS**: *(State here the reason for recommendation of some lower priority projects such as: WASH, infrastructure, protection and environment, etc.).*

2. **DIRECTIONS/ADVICE GIVEN BY SENIOR PARTICIPANTS**: *(State here directions/advice given by Chairman PTF, Head of UNHCR Sub-Office, Chief Coordinator RAHA Secretariat and rep of UNHCR COI which relate to RAHA policy matters and projects' selection criteriaand must be brought to the notice of CCAR and SAFRON).*

3. **RAHA-RELATED SUGGESTIONS**: *(State here any useful suggestions made by the PTF's participants which may benefit the overall RHA-component of the RAHA program).*

HEAD OF UNHCR SO*COMMISSIONER AFGHAN REFUGEES
 (Province)   *(Province)*
                                                                                              (Or)
                                                                              PROJECT DIRECTOR (In Sindh)

*****DISSENT NOTE**
The Head of UNHCR SO may, if he/she disagrees with one or more decisions of the PTF, attach a DISSENT NOTE (as last page of this Brief) stating clearly as to which decision of the PTF he/she disagrees with and why. He/she should also recommend the alternative course for the issue). On the receipt of the Dissent Note, CC RAHA would place it before CCAR and brief him on the issue raised. The CCAR would then decide the Dissent Note's matter.

Progress of Projects Selection/Approval Process

Ser	Date Letter Sent by RAHA Team to DCs/DCOs & Secys of LDs	Districts Visited by RAHA Team	No. of Site-Validated Projects			Date for DIPs/NGOs' Projects	Date of Pre-PTF Meeting	PTF Meeting								Date Endorsed Projects Submitted to CCAR	Date of Projects' Approval by SAFRON	Date of Signing of PPA by UNHCR
			LDs' Projects	UNHCR DIPs/NGOs' Projects	Govt. Proposed Project			No. of Projects Endorsed			Projects Endorsed Sectorwise							
								LDs	UNHCR DIPs/NGOs	Govt. Proposed	H*	E*	LLH*	W*	I*			

Notes: This Data will be submitted to RC during the project selection exercise so as to reach by 13th and 27th day of each month.

Columns/rows realating to activities not completed until the submission date may be left blank.

* E= Education,H=Health, LLH=Livelihood, W=Watsan, IS=Infrastructure

Signature:

Program Officer, Sub-Office UNHCR / COI (For UNHCR (DIPs)/NGO Projects only)

Name:

Date:

Signature:

RAHA Coordinator-CARs(For LDs' Projects only)

Name:

Date:

Progress of RAHA Projects

Ser	Project Code	Sector	Project Title & Main Activities	Implementing Agency	Approved Project Cost in US$s & PKRs	Donor	Project Duration (months) and Start & End Dates	Province, District, Villages & GPS Coordinates of Sites	No of Beneficiaries			PPA / Agreement No & Date	Installments Paid (Nos, Sums & Dates) Reasons for out-of-schedule or higher payments made.	Activities NOT Completed So Far	% Work Done	COMPLETION OF PROJECT * Has the project's Completion Date been overshot? * OR will that Date be overshot now? * If yes By how many weeks? * State the reasons that caused the delay.	MONITORING DONE Dates, By JMT & CAR or SO/FU) (COVER ONLY LAST 2 VISITS)	MONITORING OBSERVATIONS OF LAST VISIT ONLY) (it is mandatory to report on the sector-wise aspects listed in Monitoring Checklist issued by RAHA Cell no. 2 & 15)	(Leave Blank) COMMENTS OF RAHA SECRETARIAT
									Host	Afghans	Afghan %								
1	23	Education	Enhancing capacities and infrastructure of 03 Government schools through provision of basic facilities in district Nowshera _____ Construction of 04 additional class rooms, Rehabilitation of existing structure at GPS # 7 Construction of 04 additional class rooms at GPS Afrido Construction of 04 additional class rooms at GPS Sobat Gari	XYZ	281779 28918905	KfW	(9) 12/2/2015 till 12/11/2015	KPK Nowshera DagIsmailKhel, Afrido Garr, SobatGari	549	153	22%	# 680 Date:	#1 - PKR 15946493 * Date: _____ * Progress of work= 33 % . (Average) . Payment made = 90% . (Not a real figure) Reason for higher payment: . . . . . . Reason for out-of-schedule payment:-	**1. GPS Dag Ismail Khel:** **a. Construction of 04 Additional Class Rooms** Plaster of Ground Floor **b. Rehabilitation Works** Roof treatment of existing class rooms Rehabilitation of boundary wall **2. GPS Afrido Garhi:** **a. Construction of 04 Additional Class Rooms** Roof, plaster, paint and plinth **b. Construction of Toilet Block:** Not started **c. Rehabilitation Works** All work above foundation level still to be done **3. GPS Sobat Garhi:** **a. Construction of 04 Additional Class Rooms** All work above foundation level **b. Construction of Toilet Block:** Not yet started **c. Rehabilitation Works:** Not yet started	55% 33% 10%	* Completion Date overshot by ..... weeks/months. * The project may now be completed by .... (date). * The delay occurred due to:- . a. . b. . c. * Completion Date overshot by ..... weeks/months. * The project may now be completed by .... (date). * The delay occurred due to:- . a. . b. . c. * Completion Date overshot by ..... weeks/months. * The project may now be completed by .... (date). * The delay occurred due to:- . a. . b. . c.	Date: ____ Monitoring Team: ____ Date: ____ Monitoring Team: Date: ____ Monitoring Team: ____ Date: Monitoring Team: Date: ____ Monitoring Team: ____ Date: Monitoring Team:		

PC-IV

PROJECT COMPLETION REPORT

(PROFORMA FOR RAHA PROJECTS)

**MINISTRY OF STATES & FRONTIER REGIONS
(SAFRON)
GOVERNMENT OF PAKISTAN**

GOVERNMENT OF PAKISTAN
MINISTRY OF SAFRON
******
PROJECT COMPLETION REPORT

(PC – IV PROFORMA)

IMPLEMENTED BY: (Tick as appropriate)	
☐ Govt. Line Department	☐ Non-Governmental Org. (NGO) ▪ UNHCR Direct Implemented Projects

To be furnished immediately after completion of the project regardless the project accounts have been closed or not.

1.	Name of the Project		
2.	**Location**	Village / Town:	
		Union Council& Tehsil:	
		District& Province:	
3.	**Sector**		
	Sub-Sector		
4.	**Donor Agency**		
5.	**Implementing Partner / Agency**		
6.	**Agency for Operation &Sustainability after Completion**		

7.	**Date of Approval &Approving Forum**		
	• Date of PTF Recommendation:		
	• Date of CCAR Endorsement		
	• Date of SAFRON approval:		

8.	**a) Duration of the Project (in months)**		
	b)Implementation Period	**Date of Commencement**	**Date of Completion**
	• As per PC-I / Proposal		
	• Actual		
	c) Extension(s) in the Implementation Period (if any)	**Date**	**Period** (Months/Days)
		•	•
		•	•
		•	•

9.	**Financial Details**		
		PC-I Cost (approved in PKR)	**Actual Expenditure (PKR)**

			%		%
	Programme Cost		%		%
	Administrative Cost		%		%
	Total Cost		100%		%

10. Project Objectives and Achievements

[In case of DIPs/ NGO proposal, compare with Logical Framework Analysis]

S.No.	Outputs (as per PC-I / Proposal)	Actual Achievements*

*   Attach/Annex detailed information for each objective separately. In case of not achieving the objectives fully/partially, indicate reasons thereof

11. Monitoring Visits Conducted during the project

S.No.	Date of Visit	Visited By	Remarks: *

*   Briefly mention if the project is (1). On track, (2). Partially on track, (3). Delayed & (4). Too early to judge
    Attach/Annex additional information if (2). Partially on track OR (3.) Delayed

12. Contact Details of Implementing Partner / Agency *

S.No.	Name	Designation	From	To
1.				
2.				

*   For DIPs/ NGOs, mention the details of (1). CEO & (2). Project Manager
For Govt. Line Dept., mention the details of (1). XEN & (2). SDO

13. Ownership of Assets (Procured/Acquired)after Completion of the Project

- List of Assets (Moveable/Immoveable) procured above PKR 20,000.00 including but not limited to computers/laptops, mobile phones, generator, office furniture.

14. **Mechanism for Sustainability of Activities afterCompletion***

* [Maximum 250 words]   Indicate mechanism howthe project activities will be continued on sustainable basis

15. **LESSONS LEARNED***

* [Maximum 500 words]

Response should include but not limited to any issues faced during implementation, lessons learned during any phase of project identification to implementation & financing and should include any suggestions for future planning & implementation of similar projects

Submitted by: **Signature**

Name & Designation:

Telephone No.:
E-mail Address:
Date of Sub:

Instructions to fill in the PC-IV Proforma

1. **Name of the project**
   Indicate the same name of the project as appeared on the proposal / PC-I. The name should be the same as on the approval letter of SAFRON.

2. **Location**
   Mention the location in terms of the exact village/Town, UC/Tehsil and District/Province.

3. **Sector / Sub-Sector**

   Indicate the sector as one or more of the following, [For integrated projects, mention all the sectors that are applicable]
   - WATSAN
   - Health
   - Education
   - Infrastructure
   - Livelihood
   - Integrated

   Indicate the sub-sector activity for the above selected sector(s), Mention the activity in the project. E.g. In a health sector project, write whether the project has conducted construction activities or provided health equipment. This should be mentioned specifically in the sub-sector.

4. **Donor Agency**

   Indicate the name of the Organization responsible for financing this project.

5. **Implementing Partner / Agency**

   Indicate the name and address of the NGO/ IP / Line department. In the case of NGO/ IP, mention the name of the CEO / MD. In the case of a line department, mention the name of the District Executive Engineer.

6. **Agency for Operation & Sustainability after Completion**

   Mention the details of the agency/department for undertaking the responsibility for sustainability

7. **Date of Approval & Approval Forum**
   Mention the date of the endorsement of PTF and approval of SAFRON of the project.

8. **Implementation Period**

   a). Indicate the duration of the project in months

   b). Indicate planned duration of the project as per the proposal / PC-I in the first row. In the second row, mention the actual date of commencement and completion.

   c). Provide details of extension granted (if any) in the implementation period with dates and the notification indicating the name of authority.

9. **Financial Details**

   Provide the financial budget cost of the project as approved in the project proposal / PC-I. The second column should state the actual expenditure till the project completion.

   All costs pertaining to the activities / output of the project should be categorized as Programme Cost. All other costs in the form of salaries of staff, general project management costs and administrative costs would be categorized as Administrative Costs.

10. **Project Objectives and Achievements**

    - Provide item-wise physical / quantifiable targets as given in the approved Project proposal / PC-I.

    - Actual physical achievements against physical / quantifiable targets should be provided.

    In the case of not achieving or partially achieved objective / target, mention it briefly in the table and a detailed response should be given in **15. Lessons Learnt.**

11. **Monitoring Visits Conducted during the project**

    Indicate all the monitoring visits that have been conducted by the XXXXXX during the project implementation.

    Briefly mention the status of the project implementation. Attach the reports of the field visit as annexure to the PC-IV.

12. **Contact Details of Implementing Partner / Agency**
    Indicate the contact details of the (a). CEO / MD of the NGO/ IP & (b). Project Manager of this specific project.

    In the case of Line department, mention the contact details of (a). XEN & (b). SDO.

13. **Ownership of Assets (Procured/Acquired) during the project**

Give details of all the physical assets (Moveable / Immoveable) procured during the project. All items above PKR 20,000 but not limited to computers/laptops, mobile phones, printers, general, office furniture. Give the relevant details of the items, including manufacturer, price and model.

14. **Mechanism for sustainability of project/activities**

Indicate the mechanism by which project activities will be continued in a sustainable manner.

15. **Lessons learned**

Provide lessons learned during identification, preparation, approval, financing and implementation of the project**.**

Signature   **Signature**

Name of Employee   **Name of CAR / UNHCR staff**
Designation of Employee   **Designation of Staff member**
Govt. Line Department / NGO Name   **CAR / UNHCR**

Monitoring Plan of RAHA Projects being Implemented in (Year)

Punjab

S.No	District	Sector	Donor	Project Title	Implementing Partner	Duration (months)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Number of Projects in each District

S.No	Districts	No. of Projects

KP

S.No	District	Sector	Donor	Project Title	Implementing Partner	Duration (months)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Number of Projects in each District

S.No	Districts	No. of Projects

Balochistan

S.No	District	Sector	Donor	Project Title	Implementing Partner	Duration (months)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Number of Projects in each District

S.No	Districts	No. of Projects

Sindh

S.No	District	Sector	Donor	Project Title	Implementing Partner	Duration (months)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Number of Projects in each District

S.No	Districts	No. of Projects

Legend:

Project Start

Project Completion

Mid Project Visits

RAHA CELL, ISLAMABD

MONITORING REPORT AND CHECKLIST

Monitoring Visit: At start of Project ☐   Mid Project ☐   At End of Project ☐

Monitoring Dates: _____   **Report Submission Date:** _____

MONITORING TEAM

Leader (RAHA Cell)	**Rep.** of RAHA Secretariat	**Rep.** of NGO / LD	**Rep.** of UNHCR (for Protection Projects only)
Mr……………………..………	Mr/s…………………………	Mr………………………………	Mr………………………………

SECTOR MONITORED

☐ Education   ☐ Health   ☐ Infrastructure   ☐ WATSAN   ☐ Livelihood   ☐ Protection

BASIC PROJECT DATA

☐ Project Title: _____

☐ Donor: _____   ☐ Project Cost: Rs:_____ USD:_____

☐ Executing LD or NGO: _____ Contact Person +Ph No:_____

☐ Contractor's Name: _____ Contact Person +Ph No:_____

☐ Project duration: Months:_____ Start Date:_____ Completion Date: _____

☐ Funds Instalment Given: #1 Rs:_____ On _____ ; #2 Rs:_____ On _____ ; #3 Rs _____ On:_____

PROJECT INFORMATION

Activities of all Project-Components	*(Draw from PC-1s/Proposals. Do not miss even minor budgeted activities. **Attach as Annex if needed**).* a. b. c. d. e. *f.*
Site Location	District: Tehsil: UC / Ward: Village:
GPS Coordinates of Sites	(Site Name): Coordinates:

BENEFICIARIES OF THE PROJECT

Nationality	Direct Beneficiaries *			Indirect Beneficiaries **			Total			Grand Total
	Males	Females	Children	Males	Females	Children	Males	Females	Children	
Pakistanis										
Afghans										
Total										
Grand Total										

☐ Direct Beneficiaries are males, females & children who wlll directly avail project facilities/services such as: children attending schools: persons treated in a BHU and persons who will directly benefit from WATSAN, Infrastructure & Livelihood projects.

☐☐ Indirect Beneficiaries are persons who live near project site and will benefit via their relatives directly availing the projects facilities.

o For no. of ARs, (consult UNHCR data on ARs living in Pakistan **BUT** must confirm it on site).

o Monitors must check if the ARs claimed to be project-beneficiaries in PC-1s / Proposals actually attend the facility; and if they can access the facility vis-a-vis distance of their homes from the facility and availability of local means of travel.

ITEMS TO TAKE ALONG: ☐ Mobile Phone   ☐ GPS Device   ☐ Digital Camera   ☐ Measurement Wheel/Tape   ☐ Copy of PC-1/Proposal   ☐ Monitoring Checklist

CHECKLIST FOR 'CONSTRUCTION WORKS' IN PROJECTS OF ALL SECTORS

#	Works per PC-1s/ Proposals (Mark only the applicable work)			Checklist for the Applicable Works (In list below pick points that relate to the marked Works)	Findings Regarding the Applicable Checklist (Record findings relating to Checklist only)
	Works	No.	Size		
1.	Rooms New ☐ Rehab ☐	(No) (No)	(L X B X H) (L X B X H)	* Are on-site nos. & measurement of project works same as stated in the PC-1s/proposals?	
2.	Generator Room ☐		(L X B X H)	* Has related LD given certificate to verify that existing building can bear the weight of rooms to be built vertically?	
3.	Toilets New ☐ Rehab ☐	(No) (No)	(L X B X H) (L X B X H)	* If plinth protection is not part of the works, is water seeping into the foundation and weakening it dangerously?	
4.	Veranda New ☐ Rehab ☐	(No) (No)	(L X B X H) (L X B X H)	* Are the blocks/bricks used of satisfactory quality? * Is the internal/external plaster firm and smooth?	
5.	Boundary Wall New ☐ Rehab ☐	(No) (No)		* Are there any bulges in the walls?	
6.	Water Tank OH ☐ UG ☐		(L X B X H) (L X B X H)	* Is material of cupboards, doors, windows & ventilators, of good quality? * What is quality of tiles/marble/chips used? Are the floors well done?	
7.	Septic Tank ☐		(L X B X D)	* Are the quality of paint & no. of coats applied satisfactory?	
8.	Soakage Pit ☐		(L X B X D)	* Do the roofs have water drainage channels / pipes?	
9.	Water Drain ☐		(L X B X D)	* Is there any leakage or seepage in the:-	
10.	Sewerage Drain ☐		(L X B X D)	- Ceilings of any room, including toilets/generator rooms, etc? - Room-walls and boundary-wall?	
11.	Courtyard Pavement ☐		(L x B)	- Water Tanks, Septic Tank, Soakage Pit & Sewer line?	
12.	Earth-fill/Levelling ☐		(Cu Ft)	* Does Septic Tank/Soakage Pit/Sewer emit foul smell?	
13.	Const. of Manholes ☐		(L x B x H)	* Is the Tube-well/hand-pump operational? If not, when did it stop working? Why has it not been repaired?	
14.	Const. of Tube Well ☐			* Are any water pipes, bib-cocks & wash basins leaking?	
15.	Provide Hand Pump ☐		(Depth)	* Are water tanks clean or infested by insects/rodents?	
16.	Visibility ☐		(Depth)	* Are all manhole covers in place?	
17.	(Work not covered above)			* Has earth-filled areas been well compacted and levelled?	
				☐ Has the visibility sign board/metal plates installed on the main road/junction/ project sites?	
				* Does the newly done work give an overall firm, neat and good look? (Take pictures to attach with the Report)	

CHECKLIST FOR ELECTRICAL WORKS IN PROJECTS OF ALL SECTORS

#	Works (Provide &Install) (Mark only the applicable work)	No.	Size (Make, Length & size)	Checklist for Applicable Works (In list below pick points that relate to the marked Works)	Findings on Applicable Checklist (Record findings relating to Checklist only)
1.	PVC Insulated Wiring ☐	--	(Make, Length & size)	• What power source is in use (WAPDA, Generator, Solar) • Is the Distribution Board (DB) of right capacity/quality?	
2.	Distribution Boards ☐	(No.)	(Make & size)	• Are circuit breakers in place in the DB?	
3.	Switch Boards ☐	(No.)	(Make & size)	• Is the wiring installed appropriate for the power supplied? • Is all wiring properly insulated from water and humans?	
4.	Lights, Bulbs and Fans ☐	(No.)	(Make & size)	• Did you observe any naked in-use wiring? • Are the Switch Boards of right capacity and firmly fixed?	
8.	Transformer ☐	(No.)	(Make & size)	• Are fans/bulbs/electric items of good quality & operating well?	
7.	Submersible Water Pump ☐	(No.)	(Make & size)	• Is transformer well secured, of right capacity & working? • Are the prescribed water pumps installed and working?	
5.	Electric Water Pump ☐	(No.)	(Make & size)	• Are the solar panels working properly?	
6.	Voltage Stabilizers ☐	(No.)	(Make & size)	• Is maintenance of solar panels done per advised frequency? • Is solar power used per panels' capacity or is it over-used?	
9.	Electric Meter ☐	(No.)	(Make & size)	• Are all the above named items of same specifications, make, capacity and size as stated in the PC-1s / Proposals?	
10.	Solar Panels ☐	(No.)	(Make & size)	• Are all these items operating well? If not name the items not working, since when and why have these not been repaired?	
11.	Solar Converter Box ☐	(No.)	(Make & size)	• Are voltage stabilizers in use with costly IT/other items? • Have power saving /anti-theft measures been undertaken?	
12.	Visibility ☐			• Are unauthorized connections made for private use?	
13.	(Add work not covered above)			• Has any electricity related incident occurred in the facility? When & how did it occur and what damage did it cause?	
14.	(Add work not covered above)			• Has the visibility sign board/metal plates installed on the main road/junction/ project sites?	

RAHA CELL, ISLAMABAD

SECTOR SPECIFIC CHECKLIST – EDUCATION

#	Works per PC-1s/ Proposals *(Mark only the applicable work)*	Checklist for Applicable Works *(In list below pick points that relate to the marked Works)*	Findings on Applicable Checklist *(Record findings relating to Checklist only)*
TRAINING FOR:			
1.	Teachers (Teaching methods) ☐	• Trainees: planned/nominated= *(No.)*; Attended= *(No.)* in each type of training? What are absentees' reasons for not attending? • Did training venue suit the training? • Were trainers qualified / experienced in the training field? • What training aids were used for training? • Were the trainees tested? What were the results? • Were the subjects taught relevant to the trainees? • How useful was the training for the facility? • How much interest the trainees took in the training? • What % of total cost of project was spent on this training? • How would formation of these committees help the facility? • Do committees stated in Ser-2,4&5 exist? What real contributions have these forums made to the facility?	
2.	Parents-Teachers, Community, and O&M Committees (Management of Schools) ☐		
3.	Students/Teachers (health and hygiene) ☐		
Forming/Training:			
4.	Parents Teachers Committee ☐		
5.	O&M Committee ☐		
PROVISION OF:-			
6.	Furniture for Classrooms ☐	• For each activity in Ser 6~13, attach list of items provided & % of project cost spent of each activity? • Is the make, no., specifications and quality of items provided in exact accordance with PC-1/Proposal? • Have you found any item to be sub-standard? • Are the items actually needed in the facility? • What new benefits would accrue from these items? • Were users trained in the use of equipment provided? • Have the items been properly taken on charge? • Is record of issue of items to students/teachers kept? • Are the library books appropriate for the students? • Are the teaching aids being used by the teachers? • Is the furniture comfortable for students' use? • Are science & computer lab equipment being fully used? • How many Pakistanis & Afghans are availing the new items? • Is the water dispenser operational and being used hygienically? • What is overall effect of the items on the students/facility? • Has the visibility sign board/metal plates installed on the main road/junction/ project sites?	
7.	Science Lab Equipment ☐		
8.	Computer Lab Equipment ☐		
9.	Teaching Aids ☐		
10	Books for Library ☐		
11	Health/hygiene kits ☐		
12	Water Dispenser ☐		
13	School Supplies ☐		
14	Visibility ☐		
Essential Elements of Social Protection:			

RAHA CELL, ISLAMABAD

The following checklist may only be considered for serial 15~19:-

#			
15	School Governance	☐	
16	Education Material Development	☐	• Have women been involved in SMCs? • Is the training conducted for Head Master/Mistress and teachers about school governance?
17	Awareness Raising	☐	• Did the teachers training include issues related to child protection and SGBV prevention/ identification? e.g. emphasis on confidentiality and child friendly and survivor centred approaches?
18	Access for Females to Education	☐	• Has the educational material been provided to promote alternatives for violence, gender equality, non-discrimination and disabilities? • Were sessions conducted on sensitization and awareness campaigns for family members, religious leaders and community members (such as LHWs) on the importance of education, with emphasis on female education? • List incentives given to encourage female enrolment (if any)? • Has any support been given to state-run schools for children with disabilities?
19	School Development	☐	• Are there separate toilets in school for girls & boys? • Is any reproductive hygiene awareness sessions conducted for adolescent girls? • Are the hygiene kits distributed among all school boys & girls?

Note: For **checklist** on **construction works** (classrooms, labs, water tanks, boundary walls, etc) and **electrical works,** refer to **Pages 2 & 3.**

SECTOR SPECIFIC CHECKLIST – HEALTH

#	Works per PC-1s/ Proposals (Mark only the applicable work)	Checklist for Applicable Works (In list below pick points that relate to the marked Works)	Findings on Applicable Checklist (Record findings relating to Checklist only)
	TRAINING/AWARENESS CAMPAIGN:-		
1.	Health/hygiene: for hospital staff ☐	• Trainees: planned/nominated= *(No.)*; Attended= *(No.)* in each type of training? What are absentees' reasons for not attending? • Did training venue suit the training?	
2.	Community health awareness ☐	• Were trainers qualified / experienced in the training field? • What training aids were used for training? • Were the trainees tested? What were the results? • Which subjects were taught? Were these relevant to the trainees? • How useful was the training for communities, trainees and the facility? • Did the community/ trainees take interest in the training? • What % of total project- cost was spent on this training? Was it justified?	
	PROVISION OF:-		
3.	Medical Equipment ☐	• For each activity in Ser 3~7, attach list of items provided & % of project cost spent of each activity?	
4.	Laboratory Equipment ☐	• Is the make, no., specifications and quality of items provided in exact accordance with PC-1/Proposal?	
5.	Hospital Beds ☐	• Have you found any item to be sub-standard? • Are the items actually needed in the facility?	
6.	Hospital Furniture ☐	• What new benefits would accrue with these items? • Have operators been trained in the use of equipment provided? • Have the items been properly taken on charge?	
7.	Water Dispenser ☐	• Has the equipment been brought into use by the facility? • Is the furniture/beds of the type that is used in health facilities? • Is the water dispenser operational & being used hygienically? • How many Pakistanis & Afghans are treated by new equipment? • What is overall effect of the items on the health facility?	
8.	Visibility ☐	• Has the visibility sign board/metal plates installed on the main road/junction/ project sites?	
	Essential Elements of Social Protection:		
9	BHU Support ☐	**The following checklist may only be considered for serial 9~11:-** • Is any specialized training for BHU staff conducted especially for "lady health workers" in child protection, child friendly practices, SGBV	
10	Community Awareness Raising ☐	protection? • Is there any training conducted for traditional birth attendants in child protection and SGBV identification?	
11	Support to Traditional Birth Attendants ☐	• Is any formal training (certification courses) conducted for traditional birth attendants on basic health issues, including prevention and identification of childhood disabilities & response to SGBV?	

Note: For **checklist** on **construction works** (wards, labs, emergency/x-ray/labour rooms, etc) and **electrical works;** refer to **Page 2 & 3**

RAHA CELL, ISLAMABAD

SECTOR SPECIFIC CHECKLIST – WATSAN

#	Works per PC-1s/ Proposals *(Mark only the applicable work)*	Checklist for Applicable Works *(In list below pick points that relate to the marked Works)*	Findings on Applicable Checklist *(Record findings relating to Checklist only)*
1.	Tube Well Boring ☐	• Are work done/items used in exact accord with the PC-1 / Proposal? • Has the specified yield been achieved or not? • Is an operator employed to run/maintain the Tube Well's machines? • Is the turbine & pump fully operational? If not operational: when/why did it get out of order? Why the malfunction has not been repaired?	
2.	Installation of Pump/Turbine ☐	• Is regular maintenance of turbine & pump being done? Who does it? • Are pipes, valves, taps, etc, of distribution system working properly?	
3.	Laying of Distribution System ☐	• Have you observed any leakage/wastage in the distribution system? • Is water being used by targeted community or is it stolen by others?	
4	Installation of Hand Pumps ☐	• Is water used for the specified purposes or is diverted to other uses? • Is the water potable, clean & non-polluted?	
5	Visibility ☐	• Is the Well's water being periodically tested for its cleanliness? • Has any case of illness occurred due to use of the Well's water? • Has proper security been provided for the Tube Well set-up? • What is the users' opinion about the operation of the Tube Well? • Has concrete pad been provided at the Well or Hand Pump to ensure hygienic conditions for the users? • Are pools of water formed around the Well/Hand Pump which are breeding grounds for mosquitos, flies and other rodents? • Is the reservoir / tank built for water-storage near the Well or Hand Pump in a clean state, ie: clear of insects/rodents under its roof-slab? • Has the visibility sign board/metal plates installed on the main road/junction/ project sites?	

Essential Elements of Social Protection:

#		The following checklist may only be considered for serial 6~7:-	
6	Schools Development ☐	• Is there any sustainable system existing for clean drinking water?	
7	Community Development ☐	• Is the location of the water facility installed in consideration with the safety & security identified by the community?	

Note: For **checklist** on **construction works** (Pump/generator rooms, compound wall, water tanks etc) and **electrical works;** refer to **Page 2 & 3.**

SECTOR SPECIFIC CHECKLIST – INFRASTRUCTURE

#	Works per PC-1s/ Proposals *(Mark only the applicable work)*	Checklist for Applicable Works *(In list below pick points that relate to the marked Works)*	Findings on Applicable Checklist *(Record findings relating to Checklist only)*
1.	Pavement of Streets ☐	• Checklist for 'construction works' given on Page-2 will be used for monitoring these works. But, aspects below will also be monitored.	
2.	Construction of Drains ☐	• Is work done in exact accord with quantities, numbers, measurements and other specifications laid out in the PC-1 / Proposal?	
3.	Construction of PCC Roads ☐	• List LxBxD of the works done. **(Use a separate page if needed).** • Are the streets, drains & roads in a neat state? • Is there a possibility of the drains getting blocked again? Why? • Where is the drained water disposed off? Does the dirty water create a pool that helps breeding of mosquitos, flies and harmful insects? • Does any system exist for repairing minor damages to the works? • Are the users satisfied with the quality of the work done? • What is your own assessment of the quality of work done? • Has the visibility sign board/metal plates installed on the main road/junction/ project sites?	
4.	Visibility ☐		

RAHA CELL, ISLAMABAD

SECTOR SPECIFIC CHECKLIST – LIVELIHOOD

#	Works per PC-1s/ Proposals *(Mark only the applicable work)*	Checklist for Applicable Works *(In list below pick points that relate to the marked Works)*	Findings on Applicable Checklist *(Record findings relating to Checklist only)*
	CONDUCTING TRAINING IN :-	**For Each Training Activity**	
1	Block Printing ☐	• Trainees: planned/nominated= *(No.)*; Attended= *(No.)* in **each** type of training? What are absentees' reasons for not attending?	
2	Jewellery Making ☐	• How many Afghans were trained?	
3	Weaving ☐	• What was ratio of males to females trained?	
4	Tailoring ☐	• Did training venue suit the training?	
5	Embroidery ☐	• Were trainers qualified / experienced in the training field?	
6	Electrical Works ☐	• What training aids were used for training?	
7	Operating Heavy Machinery ☐	• Were the trainees tested? What were the results?	
8	Welding ☐	• Were the skills taught relevant to the trainees?	
9	AC/Refrigerator Works ☐	• Did the trainees exhibit interest in the training?	
10	Basic Business Training ☐	• How useful was the training for the participants?	
11	Social Mobilization ☐	• How many have begun own earning-activities?	
12	Health & Hygiene ☐	• What is their success to failure ratio?	
	PROVISION OF:-	• What % of total cost of project was spent on this training?	
13	Trade Specific Tool Kits ☐	• **For the activity in Serial 13**, attach list of items provided & % of project cost spent on this activity?	
14	Provision of Market Linkages ☐	• Is the make, no., specifications and quality of items provided in exact accordance with PC-1/Proposal?	
15	Holding of Exhibitions ☐	• Have you found any item to be sub-standard?	
		• Have the trainees actually benefitted by getting these items?	
		• Were users fully trained in the use of the tools provided?	
		• Is record of tools issued to the trainees available?	
		• No. of Pakistanis & Afghans who were given the items?	
		• What is overall effect of the items on the trainees?	
		• **For activity#14:** how many trainees were provided linkages?	
		• **For activity#15:** how many trainees displayed their works?	
		• How many have begun their own earning-activities?	
		• What is their success to failure ratio?	
16	Visibility ☐	• Has the visibility sign board/metal plates installed on the main road/junction/ project sites?	
	Essential Elements of Social Protection:	**The following checklist may only be considered for serial 17~18:-**	
17	Support to Vulnerable Groups ☐	▪ Is there any support program initiated for vulnerable groups such as women without male support, female headed household, persons with disabilities and women at risk of involvement in survival sex?	
18	Skills Development ☐	▪ Is any entrepreneurship training offered to community which leads to means of income generation?	
		▪ Is there any micro-loans and micro-credit projects (non-cash support such as supplies or livestock where cash loans are not available) are accessible to women & persons with disabilities?	

A - TYPE OF VISIBILITY ITEMS

The following items can used to achieve visibility and publicity for the RAHA projects:

1. Steel gauge sign boards
2. Metal plates
3. Stickers
4. Banners
5. Photos
6. Press reports
7. Pamphlets
8. Radio reports

B - TEMPLATE

Template description for the arrangement of 6 logos and project information:

1. The RAHA logo to be placed in the top right corner
2. The Government of KPK logo to be placed in the top left corner
3. UNHCR logo on the left bottom corner
4. The donor logo placed in the middle bottom
5. The Partner or Government line department logo (if any) placed in the right bottom corner
6. Text with project information placed in the center.

Mention year here

RAHA
THE REFUGEE AFFECTED & HOSTING AREAS PROGRAMME

Project Title:	*Title of the project goes here*
Location:	*Mention Name of the facility with district and province*
Implemented By:	*mention the name of the implementer*
Funded By:	*donors name (if other than UNHCR)*

UNHCR
The UN Refugee Agency

DONOR LOGO
(If Any)

PARTNER LOGO
(If Any)
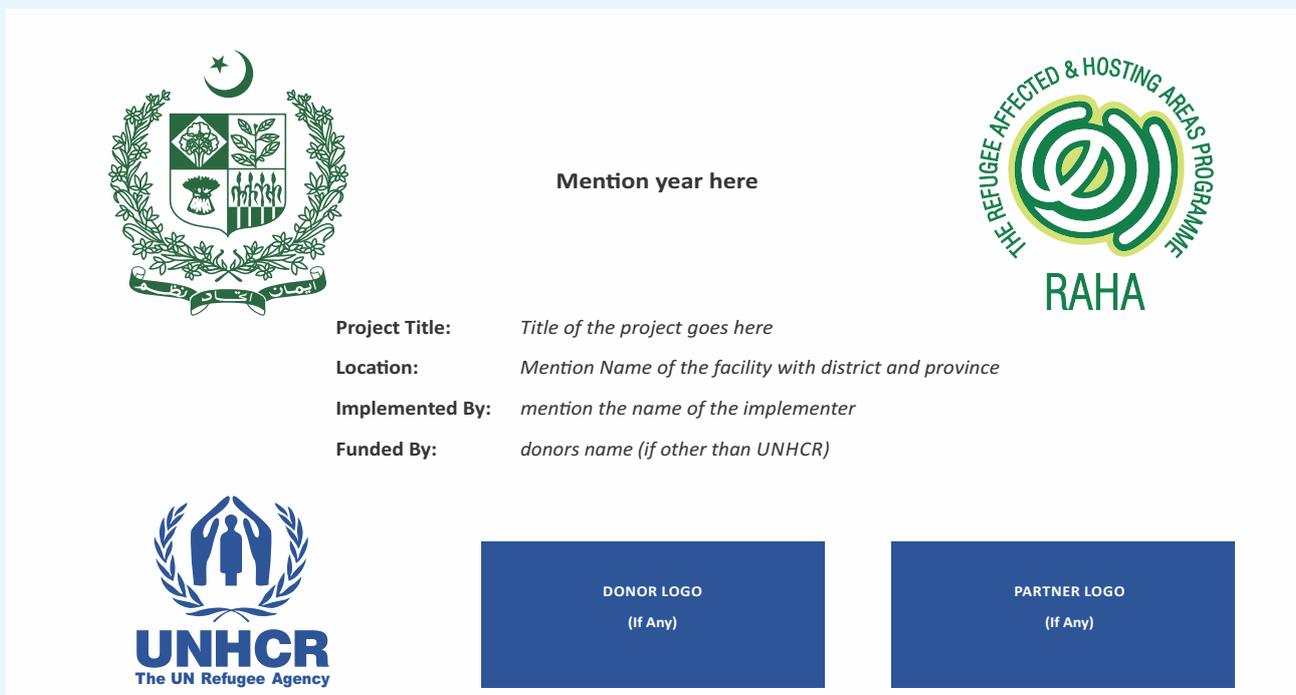
Figure - 1

C - USE OF VISIBILITY ITEMS (PERMANENT)

Steel Gauge Sign Board

Use for all construction projects. A total of 02 steel gauge sign boards will be installed for each single facility (location).
- One sign board is to be placed just outside the facility next to the main gate.
- The other sign board is to be installed at any prime location some distance from the facility at the road side.

SPECIFICS I

The following specifics are required for the steel gauge sign boards:

- Steel pipes 18 gauge, rust-protected.
- Steel sheet, paint coated and rust-protected.
- Logos and text to be printed on the sheet with permanent colours, not applied with stickers.
- The arrangement of logos and standard text must follow the template as above (figure −1)
- The draft shall be shared with UNHCR RAHA unit for approval before printing.

Figure - 2

Steel Gauge Sign Board

MS SHEET 18
GAUGE

MS PIPE 1.5"X1.5"
18 GAUGE

2 Feet

3 Feet

4' — 6"

6'

MS PIPE 1.5"X1.5"
18 GAUGE

1' — 6"
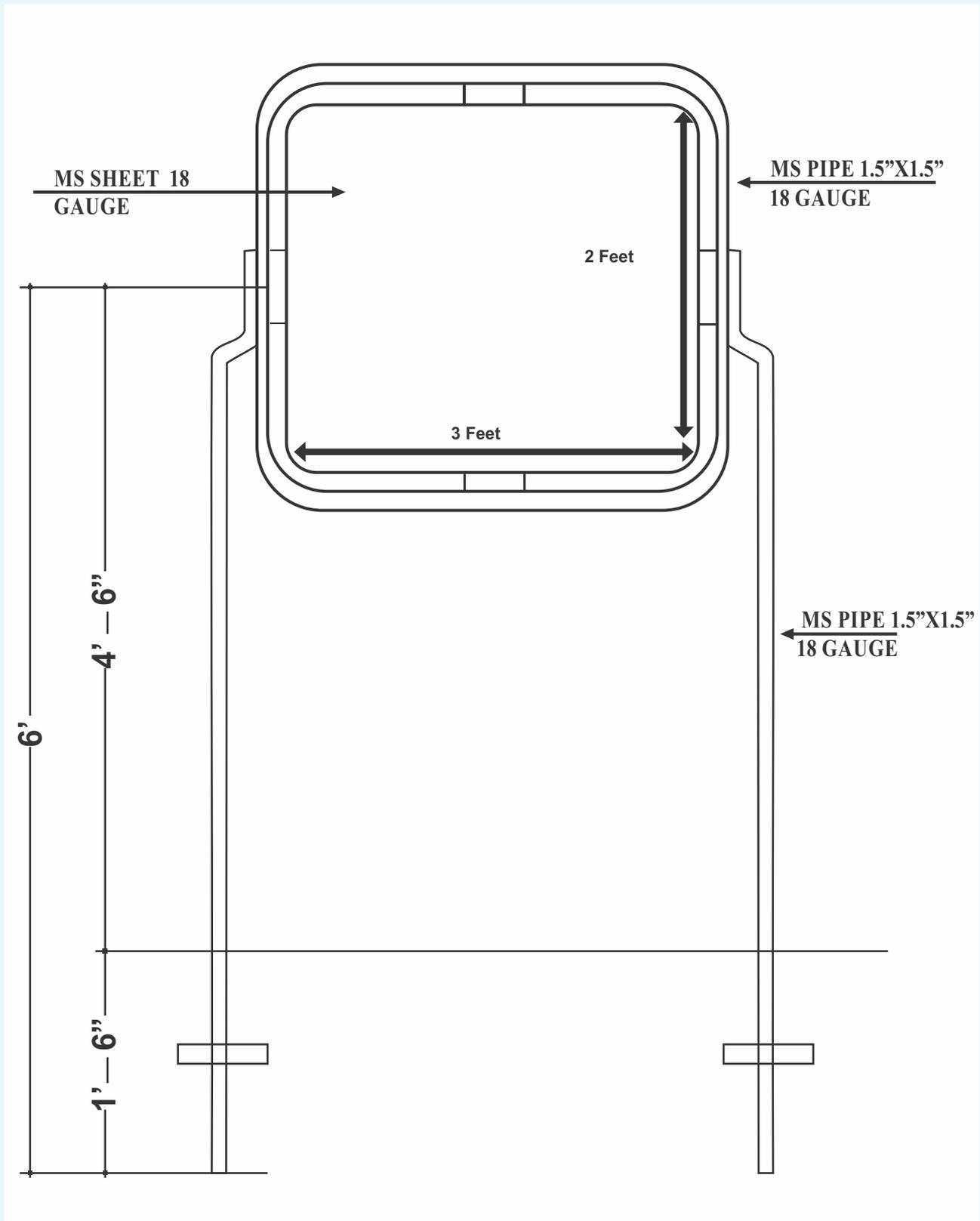
Figure - 3

Metal Plates

Use for all construction projects. One metal plate will be installed for each single facility (location).
- One steel plate is to be placed on the building / rooms newly constructed.
- The steel plate will be mounted on the wall of the new construction.

The following specifics are required for metal plates:

- Steel sheet with 18 gauge
- Logos and text to be printed on the sheet with permanent colours, not applied with stickers.
- The size of the steel place shall be 297 x 420 mm (11.7 x 16.5 Inch) or equivalent to A3 paper size.
- The arrangement of logos and standard text must follow the template as above (figure 1).
- The draft shall be shared with UNHCR RAHA unit for approval before printing.

Stickers

The stickers shall be affixed on all the following items provided under the project:
- Furniture and equipment provided to schools
- Medical equipment provided to BHUs, RHCs, and other hospitals
- Tool kits given to beneficiaries for livelihoods during trainings and/or on completion

The following specifics are required for stickers:

- Good quality sticker, with transparent background
- The arrangement of logos and standard text must follow the template as above.
- The draft shall be shared with UNHCR RAHA unit for approval before printing.
- The size of the sticker mostly depends upon the size of the furniture, equipment etc.

C - USE OF VISIBILITY ITEMS (TEMPORARY)

Banners

Use for projects with temporary locations, such as training locations for livelihoods projects or for events. A total of 02 banners shall be installed for each facility/location:

The following specifics are required for banners:

- Plastic sheet size A2, A1 or A0 or equivalent.
- Use of Template with logos and text as above (figure 1).
- One banner must be affixed just outside the facility next to the main gate and remain for the duration of the training or event to inform the population about what is going on inside.
- The other banner is to be affixed inside the facility for participants to see and photographic evidence during training or events.

The banners will be removed once the event or the project is completed.

E - USE OF VISIBILITY ITEMS (PHOTO)

Photos

- All visibility measures shall be documented by photos, to be included in the monthly progress report.

- The final report shall not include any photos. However, photos may be submitted in a separate document with the final report.

- All construction progress shall be documented by photos at regular intervals, at the minimum twice per project period: at the beginning and on completion. Photos shall always be taken from the same spot and same angle each time for each construction component.

- All events, like meetings with community members, trainings, health hygiene sessions etc. shall be documented by photos as far as cultural customs allow.

F - USE OF PUBLICITY ITEMS

Press reports/clippings

RAHA projects can also utilize press reports (free) and press clippings (paid) as a medium of project visibility. Print journalists wishing to report about a RAHA project must be informed about the donors behind the project and requested to mention them in the report. The words / message to be printed in press must include reference to the following:

- RAHA
- UNHCR
- Government of Pakistan
- Donor: if any

The following specifics are required for press reports and clippings:

- The journalist and newspaper selected for the press report must be properly registered with the Government of Pakistan;
- For paid clippings (advertisement) in newspapers, the selection of the newspapers must be done through proper bidding;

Pamphlets

Pamphlets will generally be used under the RAHA programme to disseminate important information. The pamphlet can be used to disseminate the following type of information:
- Details of projects, purpose, outcome etc.
- Announcement of project events.
- Health and hygiene information for the general public
- Other health related issues / information, like mother and child care, sanitation, malaria etc.

The following specifics are required for Pamphlets:

- Good quality paper sheet shall be used. Suitable options are:
  80gsm = Paper like pages of a magazine, for announcing events and general information 115gsm = Better quality paper, for information to be kept by households (like health advisory)
- Pamphlet sizes: A4 = 210mm x 297mm, A5 = 210mm x 148mm or A6 = 148mm x 105mm.
- The picture used in the pamphlets must have high resolution for the clarity of pictures. High resolution pictures look clearer when printed, low resolution pictures can look pixelated or blurry, even when printed on a high quality printer. The following picture qualities shall be observed: 72dpi = Low resolution, suitable only for websites, not printing. Between 300dpi and 900dpi = Medium and high resolution, suitable for printing.
- Logos and text to be printed on the sheet with permanent colours, not applied with stickers.
- The arrangement of logos and standard text must follow the template as above (figure 1).

Radio reports/messages

The RAHA projects can also utilize the radio reports and radio messages as a medium of project visibility. Radio journalists wishing to report about a RAHA project must be informed about the donors behind the project and requested to mention them in the report. The spoken words / message must include reference to the following organisations:

- RAHA
- UNHCR
- Government of Pakistan
- Donor: if any

The following specifics are required for radio reports and messages:

- The radio journalist and radio channel selected for the radio report or message must be properly registered with the Government of Pakistan.
- For paid messages (advertisement), the selection of the radio channels must be done through proper bidding.
- The average radio message (paid) must not be less than 10 seconds.

G – APPROVAL OF VISBILITY ITEMS

All the visibility items must be shared as draft with the UNHCR staff for review and approval before finalizing and commissioning/contracting.

Scope of work	
Civil Works:	
Soft Component:	
Equipment / Furniture and its purpose	
Sustainability:	
Environmental Impact:	
Do-No-Harm-Approach:	
Duplication / Intervention Planned by Other Party	
Relevant Government Agency Input / support	

Project Update / progress:	
District Map	
Union Council Map	

EXPLANATORY NOTES FOR USING THE NEW PTF DATA FORMATS

DOCUMENTS TO BE PROVIDED TO THE PTF PARTICIPANTS

1. Provincial PMUs will put up data of shortlisted proposals (before PTFs) in the following Formats:-

    a. Standard **Cover Letter cum Brief** of outcomes of the PTF Meeting

    b. Data Table of the Endorsed Proposals. *{To be attached as Annex-A to the Cover Letter (Para 1a)}.*

    c. Budget Sheet of the Endorsed Proposals. *{To be attached as Annex-B to the Cover Letter (Para 1a)}.*

2. CARs & UNHCR SOs may add other key data not covered in the Formats or delete inapplicable data.

3. Line Departments' (LDs') PC-1s & NGOs' Proposals will also be kept available for perusal by PTF members.

4. Notes on entries to be made or steps to be taken by CWGs are stated in attached Formats in ***bold italics***.

DOCUMENTS TO BE FORWARDED TO THE CCAR

5. After the PTFs meetings, CWGs will amend the proposals' Formats listed in Paras 1a to c per PTFs' decisions and then send these to CCAR/RAHA Cell for obtaining approval of Ministry of SAFRON.

6. Format in Para 1a above **will serve** as **Cover Letter** for sending the endorsed proposals to CCAR.

7. CWGs may prepare Minutes of the PTF for internal records but need not send these to CCAR.

8. LDs' PC-1s & NGOs' Proposals will also be sent to CCAR/RAHA Cell. These must include the following data:-

    a. Details of all project components/activities including: activity-wise expense, BOQ, measurements, nos., X-sectional drawings, etc. Data entered in Data Formats (Paras 1, b & c) will be directly drawn from the PC-1s & Proposals.

    b. Sites' map showing locations & length, size and alignment of all types of civil or other physical works.

    c. NGOs' Proposals must carry Site Validation and IP Risk Assessment Reports, ATW Certificate and NOC signed & stamped by Secretaries of related LD (**NOT district officials**).

9. CWGs must ensure that data stated in the Formats is same as stated in LDs' PC-1s & NGOs' Proposals.

STANDARD COVER LETTER CUM BRIEF OF OUTCOMES OF PTF MEETING

USAGE NOTES

1. The Format below:-

    a. States the basic data & PTF's rationale for the endorsed proposals.
    b. Supports the new "projects' selection/approval process" issued by RAHA Secretariat on 10.3.15.
    c. Shall replace the currently in-use Format.

2. Notes in ***bold italics*** indicate the entries to be made or step to be taken by the Sender of this Format.

   (Delete this box when sending the 'cover letter cum brief' outlined below to CCAR/RAHA Cell)

(Sender's address, date and letter's ref, etc.)

To   : Chief Commissioner Afghan Refugees
           Islamabad

Subject: <u>Approval of Proposals Endorsed by PTF *(#)* of *(provinces' name)*</u>

Dear Sir,

1. In line with the policy stated in R AHA Secretariat's 'Project Plan -2015', the PTF-Chairman of *(province)* has endorsed a 'pool' of *(no.)* projects (Annex-A) in the *(1st or 2nd , …)* PTF meeting held at *(place)* on *(date).*

2. The PTF was chaired by *(designation).* Chief Coordinator RAHA and UNHCR's Sr. Coordinator & Sr. Technical Advisor of RAHA attended the meeting. (*Omit those who did not attend or add other senior participants*).

3. Outlined below are the 'basic data' of and 'rationale' for the endorsed projects.

BASIC DATA OF THE ENDORSED PROJECTS

The Endorsed Projects

4. The (*no.*) endorsed projects (Annex-A) are prioritized in line with communities' top needs, sectoral/district parity, no. of resident Afghans and 50:50 financial ratio amid LDs & NGOs. (*Add donors criteria, if applied*).

5. Once this 'pool' of endorsed projects is approved, projects from top of the 'pool' will be taken up for execution as and when new funds are allocated to the provincial HA Program.

6. The 'pool' will eliminate the need for more CFPs/pre-PTF & PTF meetings in 2015; <u>except when</u> the 'pool' has to be refilled to absorb additional funding or when new govt. proposed projects need urgent consideration.

7. The 'pool' will allow start of 2016-projects in Jan/Feb, affording enough time for their completion before end of that year. It may also be used to do more projects in 2015 if additional funds are provided soon.

8. By taking the project selection process down to the districts, the communities' needs/participation, donors' interest and RAHA's visibility would be enhanced; all adding up to the good name of the Program.

FUNDING STATUS

9. Further funding for 2015 & funds-outlay for 2016 is not yet announced. But the 'pool' of approved projects will let us begin work on new projects within one month from the dates of actual allocation of funds.

10. The overall cost of endorsed projects is about USDs (..M). As such a large sum is not likely to be provided in one year, the projects 'pool' ,when approved, would suffice for more than one year.

11. (*Delete this para if not applicable *). As (*Donor's name*) has restricted the use of its funds to   (*names the districts*); the PTF decided to use the funds provided by (*other donor's name*) in (*other districts' names*) as the latter donor has laid no geographical restriction on the use of its funds.

DONORS' CRITERIA/RESTRICTIONS

12. Following criteria and restrictions have been laid by (*Donor's name*) for the use of its funds for HA-projects:

    a. Sectoral restrictions.   }
    b. Geographical restrictions.   }   *(Elaborate each type of restriction)*

1.   **SECTORAL PRIORITY:** The Ministry's directives on 'sectoral priority' have been *(or could not be)* complied with as explained in the Table below.

#	Sector	No. of Projects			% Funds Allocated			Reasons for Non-compliance *(Remove this column if not applicable)*
		2009~2014	2015	Total	2009~2014	2015	Total	
1	Education							
2	Health							
3	Watsan							
4	Infrastructure							
5	Livelihood							
6	Protection							
7	Environment							

1. **GEOGRAPHICAL PARITY OF PROJECTS & FUNDS :** This has *(or has not)* been achieved as explained in the Table below:-

#	District	No. of Projects			% Funds Allocated			Reasons for Non-parity* *(Remove this column if not applicable)*
		2009~2014	2015	Total	2009~2014	2015	Total	
1								
2								
3								
4								
5								
6								

* Reasons may be: donor declining to use funds in some districts or low/no presence of Afghans in the districts. Other reasons may also be added.

1. **RATIO OF FUND ALLOCATION BETWEEN LDs AND NGOs :** The ratio of funds allocated to projects to be done by LDs and NGOs is shown in the Table below. The data in the Table indicates that the ratio of funds allocated is *(give the actual ratio)* which is in line with *(or not in line with)* the 50:50 ratio set by Ministry of SAFRON. *(In case of an imbalanced ratio state the reasons in the last column of the Table below. But if the ratio is 50:50 or close to it, then, delete the last column in the Table and the words : "or not inline with" stated in bold italics above in this Para).*

#	District	No. of Projects			% Funds Allocated			Reasons for Non-parity* *(Remove this column if not applicable)*
		2009~2014	2015	Total	2009~2014	2015	Total	
1	Govt. LDs							
2	NGOs							

2. **INCLUSION OF RELATIVELY LARGER PROJECTS (RLPs) :** The following RLPs have been included in the 'pool' of the endorsed projects:-@

#	Project Title	Location (District, Tehsil, UC, Village)	Main Project Activities	Funds Allocated
1				
2				
3				
4				
5*				

@ If no RLP has been included in the 'pool'; then, state so in 1st sentence of Para 17, give reasons for inability to endorse RLPs and delete the preceding Table and existing 1st sentence of Para 17.

* Add rows if more RLPs have been endorsed.

1. **REASONS FOR INCLUSION OF SOMEOW PRIORITY PROJECTS :** *(State here the reason for endorsement of some low priority projects such as: environment, protection and livelihood, etc.).*

1. **DIRECTIONS/ADVICE GIVEN BY SENIOR PARTICIPANTS** : *(State here direction s/advice given by Chairman PTF and/or Chief Coordinator RAHA and UNHCR's Sr. Coordinator and Sr. Technical Advisor of RAHA that would govern execution of the projects and must be brought to the notice of CCAR and SAFRON).*

2. **RAHA-RELATED SUGGESTIONS**: *(State here any useful suggestion s made by the PTF's participants which may benefit the overall HA-component of the RAHA program).*

      HEAD OF UNHCR SO*   **COMMISSIONER AFGHAN REFUGEES**
           (Province)   *(Province)*
                                               (Or)
                                 PROJECT DIRECTOR (In Sindh)

*_DISSENT NOTE_
The Head of UNHCR SO may, if he/she disagrees with one or more decisions of the PTF,attach a DISSENT NOTE(as last page of this Format) stating clearly as to which decision of the PTF he/she disagrees with and why. He/she should also recommend the alternative course for the issue).

HOSTING AREA SCHEMES-(YEAR) ENDORSED BY PROVINCIAL TASK FORCE (PTF)# _____ OF PROVINCE

PTF #	Sector No.	Project Title	District, UC, Village/Town	Specifics of Project Activities on which Funds will be Spent	Project Cost (PKR) and Donor	Project Duration (Months)	Implementing Agency	No. of Direct Beneficiaries who would use the Facility				Avarage Distance (KMs) of Afghan Habitats from the Site	PTF Decision
								Host Communities		Afghan Refugees			
								Male	Female	Male	Female		

Note: The above table would be printed on A-3 size paper, please.

The following Table would be prepared for each project to be considered by the PTF.
Budget Sheet
(2014)

Annex-B-3

IP name, acronym:_____

Project title:_____

Project site: District:_____;Tehsil:_____;Union Council:_____;Village/Town:_____

Project period *(Enter months & days)*

	Item Description	Unit	UNIT Cost/ PKR	# Months	Total Cost/ PKR	Contribution IP	Contribution UNHCR
1 - Overhead Costs							
1	[Core staff relevant to project, salary incl, EOBI, taxes]						
	[Core staff relevant to project, salary incl, EOBI, taxes]						
	[Core staff relevant to project, salary incl, EOBI, taxes]						
	[Core staff relevant to project, salary incl, EOBI, taxes]						
	Staff Insurance						
	Staff travel allowance						
	Rent of office premises						
	Ulilities						
	Communication						
	Office supplies						
	Vehicle insurance for cars provided by UNHCR						
	Maintenance of cars provided by UNHCR						
	Fuel and lubricants						
	Total % of total project value:						
2 - Project Costs							
2	[Project staff; salary incl, EOBI taxes]						
	[Project staff; salary incl, EOBI taxes]						
	[Project staff; salary incl, EOBI taxes]						
	[Project staff; salary incl, EOBI taxes]						
	Project staff insurance						
	Project staff travel						
	Project staff training						
	Rent of Project office pemisis						
	Project office utilities						
	Project communication						
	Project office supplies						
	Project equipment						
	Project transport (vehicle rental)						
	Fuel and lubricants						
	Bank Charges						
	Donor visibility						
	Total						
3 - Project Objective I Capacity Building							
3	[Trainer, female; salary incl, EOBI, taxes]						
	[Community mobilizer, male; salary incl, EOBI, taxes]						
	Staff insurace						
	Training sessions						
	Training materials, books, tools						
	Beneficiary material and tool kits						
	Classroom Supplies						
	Furniture						
	Total						

	4 - Project sustainability (community Mobilization)						
4	Community mobilizer, female; salary inc, EOBI, taxes						
	Community mobilizer, male; salary inc, EOBI, taxes						
	Staff insurance						
	CBO/PTA/SMC/WMC etc, set-up/support						
	Mobilization and awareness session						
	Baseline and evaluation Serveys						
	Total						
	5 - Project Objective II Construction						
5	BoQ buildings [List all sub activities under this head and the cost of each activity]						
	BoQ networks [List all sub activities under this head and the cost of each activity]						
	Area factor [List all sub activities under this head and the cost of each activity]						
	Overall contingency [List all sub activities under this head and the cost of each activity]						
	Community labour [List all sub activities under this head and the cost of each activity]						
	Total						
	OVERALL TOTAL						

Certified that above stated entries are same as stated in the project PC-1/Proposal.

Signature:_____

Name, Title:_____

Date of submission:_____

List of RAHA LDs Projects for year 2020

Project Information										Beneficiaries Information				Revised Cost	Revised Cost	%age	Project Duration
Project Code	Implementer	Executing Agency	Sector	Project Name	Site Name	District	Union Council	GPS Coordinates	Major Proposed Activities	Total Population	Host Population	Afghan Refugees	% of Afghans	PKR	Total Cost (PKR)	Increase in Cost	
Total																	