

Terms of Reference

Post Distribution Monitoring of UNHCR's Cash Based Interventions in Afghanistan

A) Background & Objectives

Cash-based Interventions (CBIs) are a dignified form of assistance, giving recipients the ability to immediately prioritise and address their needs for food, shelter/accommodation and other necessities. CBIs also directly complement community protection measures and support the local economy and can contribute to peaceful coexistence within and across communities. UNHCR Afghanistan has used cash-based interventions for several years for a wide range of purposes, including voluntary repatriation, basic needs, community-based protection and livelihoods among others.

Through this agreement, UNHCR seeks to improve cash programming by regularly and systematically collecting information on several aspects related to UNHCR's CBIs including efficiency of cash delivery, access to markets, use of cash, unmet needs and coping strategies. Findings are expected to help UNHCR to improve the way the CBIs are designed and delivered.

More specifically, the PDM aims at responding to the following research questions:

- How is UNHCR's CBI delivered and what are the experiences of recipients regarding different aspects of the program including, access to the cash transfer, distribution efficiency, safe access to markets and communication preferences among others?
- To what extent is the cash assistance provided to targeted people of concerns able to meet their most pressing needs and (if any) what are their unmet needs and coping strategies resorted to respond to any shortfalls?
- Does UNHCR CBIs contribute to specific outcomes such as:
 - increased ability to meet immediate consumption needs;
 - preserve and protect productive assets;
 - enable access to secure accommodation/shelter;
 - ability to satisfy energy needs;
 - improved well-being and personal security;
 - access to education;
 - improved psychosocial well-being;
 - reduced resort to harmful coping strategies to meet basic needs;
 - school attendance/retention, prevention/mitigation of child labour, and early/forced marriage amongst other risk factors faced by children;
 - specific profiles including persons with disabilities, elderly, chronically ill are able to meet critical survival needs;
 - increased PoC empowerment and self-resilience;
 - access to financially inclusive delivery modality e.g., bank account or mobile money.
- What measures can be taken to achieve required outcomes (including recommendations relating to sizing of the cash transfer, using conditions or sequencing cash assistance with other complementary actions, among others?)

B) Scope of work

1. Data Collection and Analysis

The following expectation accompany this project:

- *Data Collection Modalities:* The entity will be required to carry out both quantitative and qualitative data collection either as in-person or phone-administered surveys, focus group discussions and key-informant interviews. The primary data collection activity will be through phone-administered surveys. The cost estimates of in-person interviews by region, countrywide, should be provided separately from phone-administered surveys.
- *Questionnaire Design:* UNHCR corporate tools, adapted to the context will be utilized for data collection. The service provider will not be required to design a questionnaire but may offer recommendations for improvement during the ordinary course of implementation.
- *Number of Surveys:* Approximately 5,000 to 10,000 respondents will be surveyed in total per year as per the operational needs. However, in the financial offer form UNHCR requires bidders to submit the cost per survey.
- *Data Collection Platform:* UNHCR has a corporate Kobo server (kobo.unhcr.org) which external parties can be granted access to for data collection. It is expected that data be collected and uploaded directly to the UNHCR server, giving UNHCR direct and continuous access to the data.
- *Data Quality:* Robust data quality and assurance approaches are utilized to ensure accuracy, completeness and coherence of collected data.

2. Reporting and Presentations

Following each data collection and analysis cycles, the selected entity will be required to provide the following:

- A draft report with main findings and analysis of the collected data per each survey.
- At least 3 case studies per data collection exercise.
- A presentation of findings made to UNHCR and/or relevant coordination platforms such as working group(s) or clusters may be requested.
- A final report and dashboard are submitted after feedback has been received and integrated into the draft reports.

C) Selection Criteria

- Lead consultant and key project staff possess advanced degrees in fields such as economics, statistics, social science research and other related fields.
- Demonstrated extensive professional experience in conducting large scale-surveys (examples provided), preferably in the context of Afghanistan.
- Proven experience in the design and application of relevant mixed methods analytical tools and frameworks.
- Experience conveying complex information clearly and compellingly including through data visualization (examples/samples provided).

The entity will be required to submit;

- Outline of similar work completed in the recent past.
- Narrative indicating how the Scope of Work will be completed successfully and in a timely manner
- Outline of quality control and assurance processes.
- Description of the team composition and management structure that will be dedicated to this agreement, with CVs.
- Proof of authorization from dedicated national entities to conduct survey research/data collection in the country.
- Prior experience working with displaced persons is preferred, though not required.