

Cash and Voucher Assistance (CVA): Whole of Syria reporting

Guidance on how to report CVA into the 4Ws

1. Objective and intended outcomes

Objective

- Provide a clear guidance on how to report cash and voucher assistance (CVA) into the 4Ws.

Indicative outcomes

- Partners have a common understanding of how, where, and when to report CVA.
- Humanitarian agencies have more accurate data they could use for response analysis, project design, and for coordination of delivery of assistance.

Notes:

This is a companion guide to the 2019 4Ws Glossary & Template released by OCHA. It is informed by common issues raised around reporting CVA. This a living guidance to be updated periodically.

2. Guidance to partners reporting CVA

Below each guideline are scenarios showing common points of confusion in reporting, followed by further recommendations.

2.1 Sector-based CVA: Submit 4Ws to designated cluster/sector IMO. Note: Seasonal CVA, e.g. for winter response is reported to SNFI.

Project A: Humanitarian agency X plans to distribute vouchers to crisis-affected farmers to enable them to purchase agricultural/livestock inputs from partner vendors. The project's immediate objective is to help the residents of this small farming village—who are hosting IDPs—protect their livelihood, preserve their breeding livestock, and improve their food and financial security.

Project B: Agency X, through a different funding stream, designs a Cash-for-Work (CFW) activity in the same community; specifically targeting IDPs receiving food assistance in-kind on a regular basis and who have expressed intentions to stay in the community indefinitely. The CFW involves cleaning and rehabilitating irrigation canals that is a lifeline to the affected farming village. The stated project objective is to increase the IDP households' income and purchasing power through temporary employment, although social cohesion is an intended consequence, with both host and IDP households receiving aid through Projects A and B.

Project C: Agency Y conducts a needs assessment in the outskirts of this farming community where dozens of IDP families have built makeshift shelters around a water-yielding well. In coordination with another agency providing these IDPs ready-to-eat meals, **agency Y** commits to facilitating the IDPs' access to clean drinking water and adequate number of separate latrines for men and women. **Agency Y** implemented trainings on basic hygiene, latrine construction and maintenance, as well as borehole drilling. Men and women were paid cash to participate in the trainings and were temporarily employed through the completion of several cash-for-work activities.

Question 1:

*Does agency X report both **Projects A and B** to FSL, given that both are agriculture/food security related?*

Recommendations:

- **Report projects, such as *Project A* to FSL Cluster/Sector IMO at hub level.**

The project objective and targeted participants are clear: to help host community return to their farming livelihood, on which the community's food security depends.

- **Report projects, such as *Project B*, to ERL Cluster/Sector IMO at hub level.**

While it is clear that the agency's regular in-kind food distribution should be reported to FSL, this type of CFW assistance, at times, get reported to FSL due to the agriculture-related activity. However, given that the IDPs participating in the CFW are deemed food secure, the project objective is to supplement the IDP HHS' income through temporary employment. By creating temporary demand for casual labor through the CFW project, the agency is able to help IDP participants earn cash they could use for other non-food household needs, or in pursuit of more sustainable income-generating activities.

Question 2:

*Does agency Y report **Project C** to ERL given that the IDPs get to participate in income-generating, casual labour-type activities?*

Recommendation:

- **Report projects, such as *Project C*, to hub WASH Cluster/Sector IMO.**

Even though both training and CFW activities generated income and provided IDPs temporary employment, Project C is primarily designed to help meet the WASH needs of these IDP families.

2.2 Multipurpose cash transfers (MPC)¹: Submit 4Ws to the Cash Working Group (CWG).

This is a type of assistance "explicitly designed to address multiple needs on a cross-sectoral basis through a cash transfer" (Cash Learning Partnership Glossary, Dec. 2018). Cash transfers are inherently unrestricted, meaning each transfer can be spent as recipients choose; and potentially address multiple needs, or from a humanitarian agency's perspective, achieve multiple programme objectives. As such, MPC does not neatly fit in one sector. MPC has been implemented across the response hubs for Syria in the past several years. It has been used to assist Syrian families undergoing multiple displacements, as well as households dealing with high health expenditures due to members with disability or chronic diseases.

Project D: Humanitarian agency Z uses part of its emergency funds to distribute a monthly MPC for three months to hundreds of IDP families, who have indicated preference to move out of their temporary camps and head out to the nearby towns closer to markets and livelihood

¹ Also known as MPG (multipurpose grants) or MPCG (multipurpose cash grant). In this context, MPC is understood to mean the same as unconditional cash".

opportunities. The value of the monthly cash transfer is calculated based on the current cost of basic commodities in the [Survival Minimum Expenditure Basket \(SMEB\)](#). The cash transfer covers the most immediate needs of a family of six (6) in terms of food, non-food items, telecommunication (to connect with family), and transportation.

Recommendation:

To avoid instances whereby the same MPC project is reported to more than one cluster/sector, and for a simplified flow and processing of information,

- **Report MPCs, such as [Project D](#) to the Cash Working Group (CWG) in your hub.**²

More notes on MPC:

→ **Only MPC 4Ws are submitted to the CWG; all other types of cash assistance with explicit sectoral objectives, including winterization, are reported to sector/cluster IMOs, as stated in 2.1.**

As MPC is by its very nature multi-sectoral: in design, in objective, in intended and actual use by recipients, reporting it to one sector/cluster would not be prudent. Similarly, reporting the same project twice—once to FSL to account for the portion of the transfer calculated to cover for food needs, and a second time to Shelter-NFI for the value of the non-food items in the “basket”—would lead to inaccurate data.

Question 3:

If local authorities perceive the multipurpose cash transfer to be for food security, should it be reported to FSL then?

→ **Irrespective of how the implementing agency has described the MPC objective to local stakeholders, it should still be reported as MPC in the 4Ws and submitted to the CWG at hub level.** Field staff implementing multipurpose cash grants may have different ways of describing/explaining this type of modality to local authorities, depending on the local context and acceptability of multipurpose cash transfers.

Question 4:

Does reporting multipurpose cash transfer to the Cash Working Group adversely impact sector information?

→ **If partners consistently and accurately report MPCs to their hub-level Cash Working Group, MPC could be better analyzed** as a multi-sectoral response modality. Such analysis could include processed data that may also be useful to relevant sectors (e.g. FSL, Early Recovery, Shelter-NFI, WASH, and others) and actors considering MPC as a response option or as part of more integrated programming.

² Note: The three (3) Cash Working Groups across the Syria response are linked with the inter-sector coordination mechanisms at hub-level, serving as the technical arm of sectors where cash-based modalities are used. The CWGs are supported by information management officers feeding anonymized information up to OCHA's Regional Office for the Syria Crisis for aggregated analysis.

3. Guiding principles and information flow

Guiding principles

- Multipurpose cash transfers (MPCs) should **NOT** be reported to more than one sector/cluster.
- **Always be guided by your project's primary objective** when determining to which sector should you report your CVA.
- **Information sharing is an integral part of coordination.** Donors and funding mechanisms are increasingly including indicators for coordination of cash-based projects. Reporting to the 4Ws could be among a set of measurable coordination indicators.

Information flow: MPC reporting

- **Every 1st week of the month:** The IMO and/or CWG lead sends an email reminder to partners to submit their MPC information using the [4Ws template](#), **on or before the 10th day of each month.**
- The CWG Coordinator or IMO then submits the completed MPC 4Ws to OCHA at hub level, or, in the case of NES, to the NES NGO Forum IMO.)
- IMOs or CWG coordinators at hub-level then submit the 4Ws to OCHA's Regional Office for the Syria Crisis (ROSC) for processing and safeguarding, and to feed into aggregated humanitarian response data circulated on a quarterly basis.

For further information, please contact the cash focal point in your hub. For technical

Contact Information³:

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³ To be regularly updated by the CWG Coordinator or IMO.

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