Basic Assistance Sector

Process Flow for Sector Partners' Referral for Multi-purpose Cash Assistance

Rationale

Following the operationalisation of the recalibrated desk formula each year, Basic Assistance actors may use the new scoring and ranking to define their respective list of MPCA beneficiaries. In some cases, agencies have continued to provide multipurpose cash to their existing caseload regardless of their rank while other operational assumptions have been considered in light of funding constraints and increased needs (e.g. regional allocation, additional layer of categorial targeting).

The Basic Assistance Sector has aimed to track the delivery of assistance to displaced Syrians through the common interagency reporting system, RAIS, to avoid duplication of assistance among agencies as well as improve the reporting scheme.

UNHCR, as the source of data for the eligible refugees and Sector lead, holds a primary responsibility to support on the referral and cross-checking of cases. All Sector members are co-sharing levels of responsibility vis-à-vis uploading information of assisted beneficiaries in RAIS. the aim of this document is to ensure clarity between different stakeholder (UNHCR, Sector members at central and field level). These guidelines outline the process, system, responsibilities, and critical actions in coordinating a harmonized delivery of assistance without duplication and enhancing the referral of eligible beneficiaries among actors.

Process[1].

Request for cases to assist (by the Sector Actors, other than UNHCR)
The partner submits the request to the UNHCR regional BA coordinator. Requests take the form of one of two possibilities:

1. **Request type A:**
   Requesting UNHCR to provide a list of cases, in specific geographical regions, that are not currently assisted through MPCA and eligible for assistance based on the econometric model.
2. **Request type B:**
   a. Requesting information (ex. assistance status and scores/eligibility based on the econometric model) for a list of specific cases that have been pre-identified for MPCA by the Partner.

Process for Request type A:
1. Filter the master list selecting the desired location.
2. Arrange the cases by scores.
3. Run a bulk-check in RAIS using the following parameters:
Status of the case (Active, Inactive, or Closed); Status of Assistance (booked or assisted for MPCA or PCAP3) by other agencies. 4. Provide a referral's list to the partner (removing inactive/closed cases or cases assisted/booked by other agencies).
5. Once agencies receive the cases from the UNHCR field office, cases selected for assistance should be booked by the partner on RAIS – Assistance Coordination module

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[1] The process listed out in this document assumes that a data sharing agreement is in place between UNHCR and the partner

Process for Request Type B:
a. BA Field coordinator to check the scores of the received cases in RAIS and indicate the level of vulnerabilities.
b. Run a bulk-check in RAIS using the following parameters: Status of the case (Active, Inactive, or Closed) and Status of Assistance (booked/assisted for MPCA or PCAP3) by other agencies.
c. Flag cases that are inactive/closed, assisted/booked by other agencies or have no scores.
d. Feedback should be provided to the partner within 5 working days. Cases selected for assistance should be booked by the partner on RAIS – Assistance Coordination module.

Booking in RAIS

All partners implementing interventions under the Basic Assistance sector shouldhave access to RAIS in order to provide updates on their identified / assisted caseload. It should also be noted that member Field Offices cannot share cases and other information to partners that have no existing Data Sharing Agreement with UNHCR.

The list of identified eligible cases should be booked on RAIS – Assistance Coordination module within 2 weeks of identification and prior to the disbursement of assistance.

The booked cases should be provided with assistance within 2 months period.Cases that are not assisted after 2 months of booking should be released. Cases that have been booked for two months with no assistance delivery will be flagged by the Information Management focal point at Beirut Level. These cases will be shared with partners for confirmation of their release. Feedback is expected from the partner within three working days, otherwise cases will be automatically released.

The booking module in RAIS will not allow agencies to book cases more than once. The agency that has booked the case first will be eligible to continue providing the assistance. It is only after the agency releases the case that the case will be available for booking by other agencies.

Releasing cases on RAIS (by all partners)

The release of cases refers to the end of a booking or assistance provision. Cases that are closed, excluded, removed and/or terminated should be released by all agencies including UNHCR. This includes cases that have been resettled, removed due to no-show or no-withdrawal, or discontinued from assistance due to end of programme, funding reduction or any other reason. Partners should release cases within one week of determining the decision to terminate booking or assistance.

Regular updating of RAIS

Every end of the month, UNHCR Data Management / Information Management will extract information from RAIS for operational and reporting purposes. Partners are required to keep their records updated and flag changes once occurring.