



## GUIDANCE NOTE ON THE CASH AND VOUCHER ASSISTANCE COORDINATION AND REPORTING

The objective of this guidance note is: (1) Inform about the CBI TWG about the MPCA and its coordination;  
(2) Inform about reporting tools for MPCA and sectoral cash activities.

### 1. Coordination of and reporting to the CBI TWG

CBI TWG holds a leadership position in the ISCG and is accountable directly to the ISCG, HCT and HC/RC (Please see the [TOR of the CBI TWG](#)). The role of the CBI TWG during the Earthquake Response is to (1) Support the sectoral use of cash throughout the response and, (2) Ensure the operational coordination of MPCA. The CBI TWG is co-lead by UNHCR and TRC and it will continue being operational in line with the new cash coordination model endorsed by IASC.

### 2. Defining the value of MPCA in the context of the EQ response

#### What is MEB? How is it calculated in Türkiye?

Minimum expenditure basket (MEB) is an operational tool to identify and quantify, in a particular context and for a specific moment in time, the average cost of the regular or seasonal basic/essential needs of a household that can be covered through the local market. (CALP NETWORK)

MEB calculations in Türkiye were finalized by WFP, International Federation of the Red Cross and Red Crescent Societies and Turkish Red Crescent with food and non-food basket components on 11 March 2023 [MEB Report](#). The food basket considered the 2100 Kcal per person while the non-food component includes NFI, accommodation, education, health, transportation and communication elements. The available TurkStat indice data will allow the MEB price to be updated on the monthly basis. MEB price was calculated based on an average of five members per household, and the total MEB price per person was determined on the base of this calculation as per the above chart.

#### What is MPCA and why do we define transfer values?

Multipurpose Cash Assistance (MPCA) are unrestricted cash transfers that people affected by crises can use to cover the gap between the cost of their basic needs as defined by the MEB and the financial resources available to them. MEB calculations serve for the data driven decision making to define the monthly transfer values for MPCA projects. While defining the transfer values, It is crucial to take into account the dynamics such as the social cohesion and the availability of the funding level. Aftermath of the earthquake, it is important to adopt a coordinated and harmonised approach towards an 'emergency' MPCA. This would enable organizations to tailor their projects to swiftly and effectively address the urgent needs of the affected population.

MEB Composition (TRC-IFRC-WFP)	
Items	Per person share (TRY)
Food	644
Non-food	123
Rent	429
Utilities (with water)	197
Health	56
Education	22
Transportation	45
Communication	23
<b>Total MEB</b>	<b>1539</b>

#### Definition of the transfer values for MPCA in Türkiye on the base of the MEB:

To define the transfer values, the CBI TWG accepts the average number of HH member as 4, based on the average Household size in the affected provinces (3.8). The decision has been taken to recommend 750 TRY per person, per month. This equals to the amount of both (1) the transfer values of 'Food and Non-Food' packages of MEB, or (2) half of the MEB price.

#### **CBI TWG recommends the below two options as the transfer values for the MPCA**

- (1) 2-monthly transfers of monthly payments of maximum 3000 TRY per household (750 TRY per person) or;
- (2) One transfer of maximum 6000 TRY per households (1500 TRY per person).



### 3. Defining Marco Level Targeting and Eligibility Criteria

CBI TWG developed macro-level targeting to place need groups composed of Turkish citizens and refugees (refers to Syrian under Temporary Protection, International Protection applicants and status holders) on the targeting map with respect to the status of their shelter and their access to key MPCA programs. Sector developed an MPC eligibility criteria, mirroring TRC-IFRC-WFP cash program. These documents, which were endorsed by the members of the group can be accessed as appendix of this document.

### 4. Reporting tools used for CBI

All agencies having cash-based interventions (CBI) in their portfolio are requested to share information about their activities via two distinct tools: CBI TWG 3W and the Inter-Sector Response Monitoring Form. The following table gives an overview of the two tools and how they can be distinguished by information contained, frequency of sharing information and their purpose.

	CBI TWG - 3W	Inter-Sector Response Monitoring
Platform	<ul style="list-style-type: none"> <li>Activity Info</li> </ul>	<ul style="list-style-type: none"> <li>Activity Info</li> </ul>
Information to share	<ul style="list-style-type: none"> <li>Inform about organisational presence, targets for indicators, standards applied for implementation, Start and end date of projects</li> </ul>	<ul style="list-style-type: none"> <li>Inform about achievements based on indicators</li> </ul>
Frequency	<ul style="list-style-type: none"> <li>Once, if project details change the entry can be edited</li> </ul>	<ul style="list-style-type: none"> <li>Once to set up the sectoral interventions</li> <li>Monthly for filling in results achieved</li> </ul>
Number of entries	<ul style="list-style-type: none"> <li>One per organisation</li> </ul>	<ul style="list-style-type: none"> <li>In each sector the organisation intervenes</li> <li>For each district the organisation intervenes<sup>1</sup></li> <li>For each of these entries the results must be submitted on a monthly basis.</li> </ul>
Usage	<ul style="list-style-type: none"> <li>Dashboard for visibility and accountability purposes</li> <li>Supports inter-agency coordination through the CBI TWG by ensuring harmonisation of approaches and allowing to avoid clustering of organisations in specific locations.</li> <li>Allows agencies to identify other organisations working in the same districts to facilitate bilateral coordination</li> </ul>	<ul style="list-style-type: none"> <li>Dashboard for visibility and accountability purposes</li> <li>Reporting on Flash Appeal to public and donors</li> <li>Follow up on implementation by Sectors and if progress is made towards reaching the targets defined in 3W</li> <li>Identify obstacles or challenges for implementation</li> </ul>
Access	<ul style="list-style-type: none"> <li><a href="#">Click Here</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Click Here</a></li> </ul>

Please be aware that access to Activity Info is only available for registered users. To get access please contact Ozgur Savascioglu [savascio@unhcr.org](mailto:savascio@unhcr.org) by providing *Name, Organisation and Position* of the people from your organisation that need access. Also inform about which of the two databases these persons need to have access to. In case of changes in staffing please inform also which colleagues have left and which new ones need to get access.

<sup>1</sup> If an organisation works in 3 sectors and in each sector in 4 districts, 4 entries per sector are necessary. For some sectors target groups are distinguished. If the same organisation addresses in each of the 4 districts Turkish citizens and Syrians under Temporary Protection 24 entries are necessary.