



**Interagency Tool for:
Assistance Coordination
Winterization Response 2016-2017
JORDAN Mission**

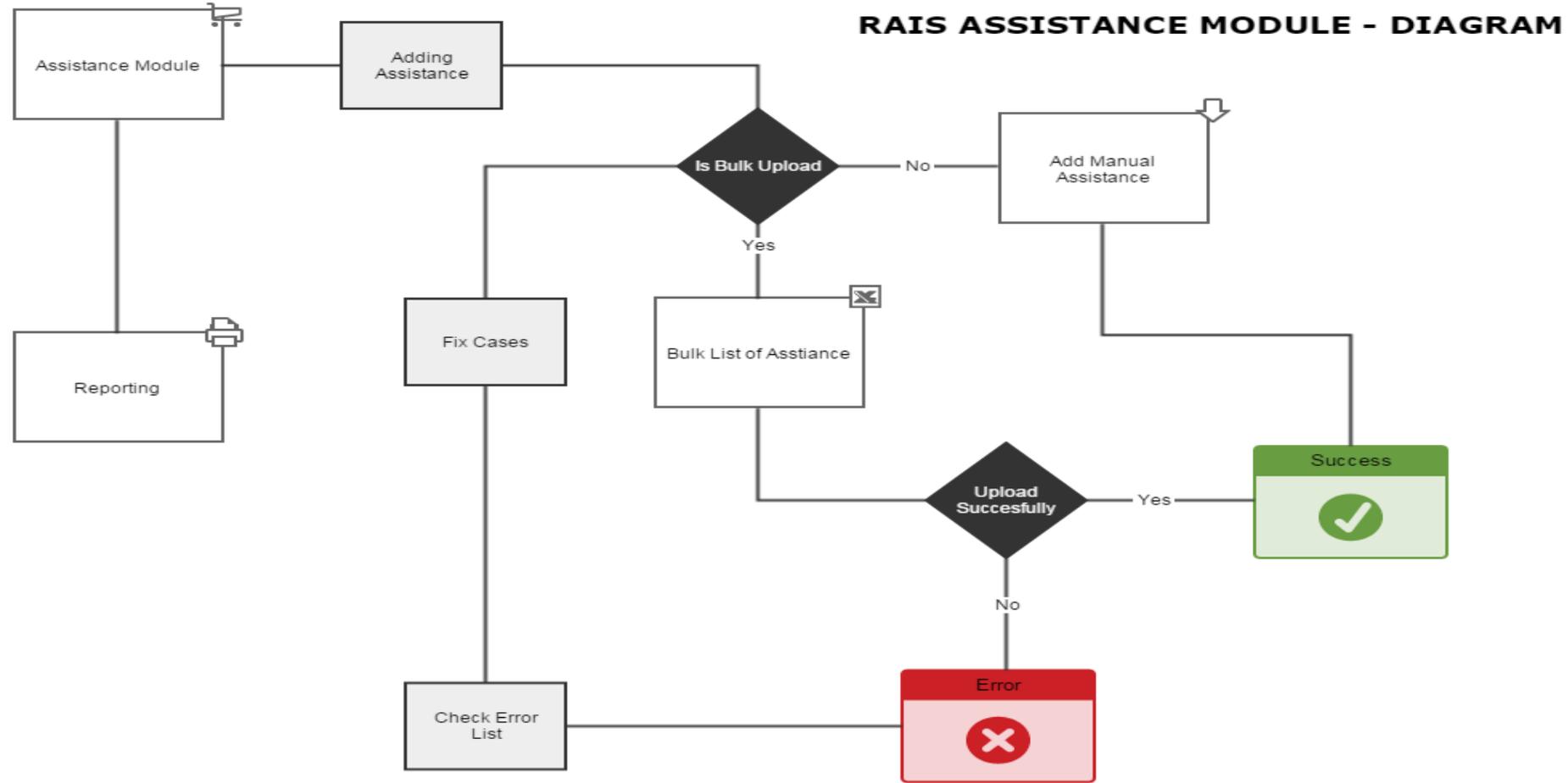


Background on RAIS

RAIS was initially developed by UNHCR Jordan in 2009 to address the demands for a more coordinated approach by partners delivering refugee assistance. In 2009 refugee assistance targeted Iraqi refugees and included healthcare, education, and material assistance packages. Following its success in Jordan, RAIS was later rolled-out in Lebanon and Syria as part of efforts to share 'best-practices' across the region. In 2012 a review of the system and current operational needs was conducted which led to the release of RAIS v2. In 2014 new modules were incorporated into RAIS including the vulnerability assessment framework, assessment management, and offline functionalities. In 2015 RAIS continued to enhance with additional modules for assistance coordination, referrals and ticketing.

RAIS is now the main coordination tool for assistance delivery in countries across the region (Lebanon, Jordan, Egypt, and Iraq). Over 200 partners are now actively using RAIS which represents over 500 individual users. Since June 2014, 150,000 Home Visits have been recorded on RAIS, and there are over 7 million assistance records corresponding to 1.5 million beneficiaries. New data exploration tools are now under development and RAIS will continue to be scaled-up across the region and beyond. Interest in RAIS has also been expressed by a number of other country operations such as Ecuador, Libya, India, Israel, Kenya and Yemen. In addition a number of key donors have made its use mandatory as part of their donor agreement with partners, independent of whether or not their funding goes through UNHCR.

Provision of Assistance



Assistance Coordination Module

Ticketing	Assistance	Eligibility	Forms	Referrals
	<ul style="list-style-type: none">Assistance - SearchAssistance - Single BulkAssistance - Bulk UploadAssistance - Coordination			

A horizontal blue bar is located below the table.

1. Select the 'Winter Identification' tab as below which will open the Winter Assistance Identification menu

UNHCR RAIS | Dashboard | Cases Information | Ticketing | **Assistance** | Eligibility | Forms | Referrals | Appeals | Reports | Administration | VAF | Olivia Cribb

Assistance Coordination

Assistance Identification

Winter Identification | Nationals Identification | Export Identification

Identifications

ORGANIZATION	BUNDLE NAME	IDENTIFY NAME	ASSISTANCE	IDENTIFY DATE	TOTAL CASES	PENDING CASES	COMP
	Winterization Pack...						
BUNDLE: WINTERIZATION PACKAGES 2016-2017							
UNHCR	Winterization Packages 2016-2017	UNHCR T1 Cash test	Winter Cash Assistance - Tier 1	10/4/2016	35	35	0
UNHCR	Winterization Packages 2016-2017	ABCNGO Tier 1 Amman	Winter Cash Assistance - Tier 1	10/9/2016	19	19	0

- From the 'Identification Results', users can select individual case numbers and assistance bundles linked to case numbers. Users can also select to apply one assistance bundle to all case numbers by selecting from the drop-down menu above the table. The current assistance bundles available in the 2016 Winterization Package are as follows:
 - Winter Cash Assistance – Tier 1
 - Winter Cash Assistance – Tier 2
 - Winter Cash Assistance T1 including gas contingency
 - Winter Cash Assistance T2 including gas contingency
 - Winter NFI – Tier 1
 - Winter NFI – Tier 2
 - Winter NFI T1 including gas contingency
 - Winter NFI T2 including gas contingency
 - Non-Standard NFI
 - Non-Standard Cash Assistance
- Assistance bundles and tiers have been defined by the Winterization Task Force. For further guidance on the separate assistance tiers available contact the [Winterization Task Force chairs](#) or visit the [UNHCR Data Portal](#).

2. Select 'Winterization Bundle 2016-2017' from the assistance bundles drop-down menu. Insert the list of case numbers and select 'Check List Cases' (maximum of 1000 cases at any given time). If all case numbers are registered in proGres, and recognised in RAIS, they will be incorporated into a table as shown. If case numbers are incorrect or cannot be recognised they will appear in the 'Case Errors' tab.

Winter Assistance Identification

Check Winter Assistance

Assistance Bundles
 Winterization Packages 2016-2017

Enter list of cases (one case per row)

09/10/2016

apply to all **Winter Cash Assistance - Tier 1**

Cases: 19 Free cases: 19 Cases already identified: 0 Cases overdue: 0 Cases assisted: 0

	Assistance Type	Case number	Active Individuals	Location	Identified	Identified by	Identified on	Release	Assisted by	Date Assisted
Assistance: None										
<input checked="" type="checkbox"/>	Select Assistance Type	199- [REDACTED]	5	Irbid - Qasabah Irbid - Irbid	<input type="checkbox"/>			0		
<input checked="" type="checkbox"/>	Select Assistance Type	165- [REDACTED]	5	Mafraq - Badiah Sh.Gh. - Badiah Sh.Gh.	<input type="checkbox"/>			0		
<input checked="" type="checkbox"/>	Select Assistance Type	165- [REDACTED]	1	Irbid - Qasabah Irbid - Irbid	<input type="checkbox"/>			0		
<input checked="" type="checkbox"/>	Select Assistance Type	165- [REDACTED]	2	Irbid - Qasabah Irbid - Irbid	<input type="checkbox"/>			0		
<input checked="" type="checkbox"/>	Select Assistance Type	199- [REDACTED]	1	Irbid - Irbid - Irbid	<input type="checkbox"/>			0		

Upload Excel File

Excel template

Check Winter Assistance

Assistance Bundles

Winterization Packages 2016-2017

Enter list of cases (one case per row)

Upload Excel File

Select

Excel Template

Check List Cases

Export Results

Back

Standard

Non-Standard

 Case Errors 3

Case Number	Error
165- [REDACTED]	Fail to validated case in RAIS
474- [REDACTED]	Fail to validated case in RAIS
631- [REDACTED]	Fail to validated case in RAIS

Cases which fail to validate need to be followed up with Jordam DAG via DLJORAM-DataAnalysisG@unhcr.org for manual synchronisation to be requested.

Winter Assistance Identification

Check Winter Assistance

Assistance Bundles
Winterization Packages 2016-2017

Enter list of cases (one case per row)

09/10/2016

apply to all: Winter Cash Assistance - Tier 1

Cases: 19 Free cases: 19 Cases already identified: 0 Cases overdue: 0

Block Name
Enter block name :
ABCNGO Tier 1 Amman

OK Cancel

Assistance Type	Identified
Assistance: None	
<input checked="" type="checkbox"/> Select Assistance Type	
<input checked="" type="checkbox"/> Select Assistance Type	
<input checked="" type="checkbox"/> Select Assistance Type	

Standardized Formatting:

OrgName_Tier 1 Cash_Location
OrgName_Tier 1 Cash_Location
OrgName_Tier 1 NFI_Location
OrgName_Tier 2 NFI_Location

Automatically Generated Assistance Bulk-upload Excel based on blocking entry

CaseNo	ProvidedDate	ProvidedBy	ProvidedThrough	FundedBy	Quantity	Value	Currency	Frequency	AttendedFrom	AttendedTo	FamilySize	Governorate
165-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	8	Irbid
199-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	5	Maфраq
199-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	1	Irbid
165-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	4	Irbid
165-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	1	Irbid
199-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	4	Irbid
199-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	1	Irbid
199-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	1	Irbid
165-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	1	Irbid
199-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	5	Irbid
165-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	6	Irbid
199-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	5	Irbid
199-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	7	Irbid
165-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	5	Maфраq
165-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	6	Irbid
199-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	2	Irbid
199-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	2	Irbid
165-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	1	Irbid
165-	09/10/2016	UNHCR	UNHCR	UNHCR	1	0	JD	One Time	09/10/2016	09/10/2016	2	Irbid

Value = i.e. Tier 1 Cash Assistance
 Value x family size. (e.g. 73JD x FSS
 = 365 JD) direct cash to beneficiary
 not inclusive of fees.

Bulk Upload Module – ‘Provision of Assistance to cases’

The screenshot displays the UNHCR RAIS (Refugee Assistance Information System) interface. At the top, a navigation bar includes the following menu items: UNHCR RAIS, Dashboard, Cases Information, Ticketing, Assistance, Eligibility, Forms, Referrals, Appeals, Reports, Administration, and VAF. The 'Assistance' menu is expanded, showing a list of options: Assistance - Search, Assistance - Single Bulk, Assistance - Bulk Upload (highlighted with a red box), Assistance - Coordination, Assistance - Health, Assistance - Health ECC, and Assistance - Master Coordination.

The main content area is titled 'RAIS Search' and features a search interface. It includes a search bar with a magnifying glass icon and the text 'Search'. Below this, there are two search methods: 'Search by Id' and 'Search by Name'. The 'Search by Id' section contains three input fields: 'Case No.' (with a placeholder '___-__C___'), 'Document ID.' (with a placeholder '___-_____'), and 'Phone Numl' (with a placeholder '___-_____'). At the bottom of the search section, there are two buttons: a blue 'Search' button and a grey 'Clear' button.

At the bottom of the interface, a table header is visible with the following columns: Photo, Status, IndividualID, CoA, Site, proGres No, CoO, Arabic Name, English Name, and Mothe.

CRI Bulk Assistance - Upload File

Upload Information

Warning! Make sure that in your excel, the sheet name is 'Assistances'.

1. **Organization**

Assistance Type

Date Provided

Provided By:

Provided Through:

Funded by:

Quantity: **Value**

Frequency

Currency

Apply Only To PA

2. **Upload File:**
*Size limit: 25MB

Assistance Template
Link - Bulk | Link - Bulk Health

3.

Upload Files:

Field	Organization	File Name	FA Type	Status	#Records	#Passed	#Failed	Update By	Updated Date	Download
1162	WFP	RAIS - October Reload-Community20.xlsx	Cash Assistance - Other	Running	45898	25606	6	MohammedAlaqil	11/10/2016	<input type="button" value="Stop"/> <input type="button" value="Download"/>
1161	WFP	RAIS - October Reload-Community20.xlsx	Cash Assistance - Other	Interrupted/Stopped	45898	8731	2	MohammedAlaqil	11/10/2016	<input type="button" value="Download"/> Errors

Report Generation on Assistance Provision – Reports Module

The screenshot displays the UNHCR RAIS Reports Module interface. The top navigation bar includes the following items: UNHCR RAIS, Dashboard, Cases Information, Ticketing, Assistance, Eligibility, Forms, Referrals, Appeals, Reports (highlighted with a red box), Administration, VAF, and Olivia Cribb. A dropdown menu is open under the Reports tab, listing several options: Case / Individual Checker, Assistance, Control and Monitoring, Help Line, Vulnerability Assessment Framework (VAF), and Winterization (highlighted with a red box). A secondary dropdown menu is open under Winterization, listing: Assistance Blocking Details, Assistance Blocking Summary, Winerization Details, Winterization Assistance Details, Winterization Assistance Summary, and Winterization Summary. Below the navigation bar is the RAIS Search section, which includes a search bar and two search methods: Search by Id and Search by Name. The Search by Id section contains input fields for Case No., Individual ID., Document ID., and Phone Number. The Search by Name section is currently empty. At the bottom of the search section are Search and Clear buttons. Below the search section is a table header with the following columns: Photo, Status, IndividualID, CoA, Site, proGres No, CoO, Arabic Name, English Name, Mother's Name, Sex, Date of Birth, and Age.

UNHCR RAIS | Dashboard | Cases Information | Ticketing | Assistance | Eligibility | Forms | Referrals | Appeals | **Reports** | Administration | VAF | Olivia Cribb

RAIS Search

Search

Search by Id

Case No. | Individual ID. | Document ID. | Phone Number

Search by Name

Search | Clear

Photo	Status	IndividualID	CoA	Site	proGres No	CoO	Arabic Name	English Name	Mother's Name	Sex	Date of Birth	Age
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