

## Criteria: Process for Receiving Beneficiary Lists from UNHCR

1. Partner organization must have one of the following:
  - i. Signed Data Sharing MOU (one off),
  - ii. VAF Partnership MOU as Data User or Data User/ Data Collector
  - iii. For older VAF Partnership MOUs with UNHCR, partner must provide an updated Annex 1.
2. Partner must specify the following information in one of the three agreements listed above:
  - Name of Programme:
  - Duration of Programme:
  - Start Date: End Date:
  - The Memorandum of Understanding shall remain in force from date of signature until [one] year following the End Date of [Data User or Data User/Collector's] Programme.
  - Number of Beneficiaries:
  - Sector of Intervention:
  - Type of Intervention:
  - Type of Assistance being provided / standard or non-standard:
  - Geographic Area of Intervention:
  - Governorate and District if relevant
  - Funding confirmed: Yes/No
3. Once program details and MOU are received, Beneficiaries will be referred to partner organizations from the existing pool of VAF assessed cases with the application of:
  - i. Universal Indicator: Predicted Welfare score (3 = highly vulnerable, 4= severely vulnerable)
  - ii. Sector Score: Basic Needs score (3 = highly vulnerable, 4= severely vulnerable)
  - iii. + additional and/ or substitute sectors can be provided if intervention priority differs i.e. (shelter or food security).

Referral lists are determined on the basis of the above criteria, sorted by the requested geographic location for intervention. Cases are pulled from those which are not or will not be receiving any standardized package for winterization for example: either Tier 1 or Tier 2 Cash or NFI from UNHCR or other partner organizations (cross-checking via Assistance Coordination in RAIS – via Cash Office)

Prioritization is given to most vulnerable cases, starting with severely vulnerable scores (4) over highly (3) until case availability is exhausted.

4. Data Sharing MOUs, VAF Partnership MOUs and requests to be sent to **JORAMDAT@unhcr.org**
5. With a data-sharing MOU in place, UNCHR will respond within 5 days of the VAF team receiving a request.
6. **It remains the partner organizations responsibility and due diligence to 'block' their received cases on RAIS via the Assistance Coordination module, uploading assistance provision in RAIS via the bulk upload function and advise UNHCR Cash office if any referred cases were not assisted.**