

## Appendix B SUB-PROJECT DOCUMENTATION

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This Appendix sets out a range of formats and information (codes for sectors/activities, etc.) related to Sub-Projects.

**Appendix B1** **Format for Sub-Project Description.** This relates to Section 3.5, paragraph 2.3 of the Handbook, where the components of the Sub-Project Description are discussed in detail. It will be recalled that the Sub-Project Description is attached as Annex A to the Sub-Project Agreement.

**Appendix B2** gives two schemas: one relates to how to set out the **Description of Objectives and Outputs (by Sector and Sector-Activity)** which makes up the final part of the Sub-Project Description. An example of such a description is given on pages 69, 70 of the Handbook.

The same Appendix also gives the preferred simple format for setting out a **Workplan**. Some examples of how to do a Workplan may be found on page 73 of the Handbook. The format proposed here is a rather simple one. Such a Workplan forms Annex C to the Sub-Project Agreement.

**Appendix B3** gives a listing of **Sector/Activity Codes**, as well as those for **Items/Sub-Items**; these relate to Section 3.4, part 3 where the UNHCR Budget Structure is described.

**Appendix B4** provides a listing of **Standards and Indicators** for some basic sectors.



## Appendix B1: FORMAT FOR SUB-PROJECT DESCRIPTION

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### **Annex A**

**Sub-Project Symbol:** \_\_\_\_\_

**Sub-Project Title:** \_\_\_\_\_

### **SUB-PROJECT DESCRIPTION**

#### **1. Sub-Project Overview**

#### **2. Description of Beneficiaries**

- a) General Background on Beneficiary Population
- b) Specific Information on the Beneficiaries of the Project

#### ***Demographic Data by Beneficiary Group (Current Situation)***

(Prepare one table for every distinct group of beneficiaries assisted under this project and explain what proportion each beneficiary group represents in relation to the overall assisted population in the country. Ensure conformity with other statistical data submitted by the Office).

Name of Beneficiaries:						
Age Group	Male (in absolute numbers)	(in %)	Female (in absolute numbers)	(in %)	Total (in absolute numbers)	(in %)
0-4						
5-17						
18-59						
60 and >						
<b>Total:</b>						<b>100</b>
Major locations:						

#### **c) Demographic Projection**

**3. Implementation Arrangements****4. Impact on Protection Issues and Policy Priorities**

How will the Sub-Project ensure a specific impact on:

- a) the protection of the beneficiary population;
- b) refugee women/gender equality;
- c) the specific situation of children, including adolescents;
- d) older refugees;
- e) combating HIV/AIDS;
- f) the environment.

**5. Related Inputs and Project****6. Description of Objectives and Outputs (by Sector and Sector-Activity)**

## Appendix B2

- **FORMAT FOR DESCRIBING OBJECTIVES AND OUTPUTS**

FMIS Sector Code		FMIS Sector Name	
Current Situation		Sector Objective(s)	Impact Indicators
		1.	
		2.	
		3.	
FMIS Sector-Activity Code	Objective Number(s) the output refers to	Expected Outputs	Performance Indicators
	(1)		

- **UNHCR WORKPLAN FORMAT**

**Sub-Project Symbol:** \_\_\_\_\_

Sector: _____			
Outputs	Activities	Responsibility	Completion Dates
	•	•	•
	• •	•	• •
	•	•	•



## Appendix B3: SECTOR/ACTIVITY CODES AND ITEM/SUB-ITEM CODES

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This Appendix lists Sector-Activity codes used UNHCR for budgeting, Project/Sub-Project reporting and the FMIS. The list of UNHCR Item and Sub-Item codes is also given.

SECTOR	ACTIVITY
<b>A. FOOD</b>	A.01 Plan/Survey/Research/Evaluation A.21 Basic Food Commodities A.22 Complementary Food Commodities A.23 Supplementary Food Commodities A.24 Food Processing/Testing A.96 Individual/Family Support A.97 Training/Orientation/Seminar, etc. A.98 Other Food Activities (specify) A.99 Sector Support/Management
<b>B. TRANSPORT / LOGISTICS</b>	B.01 Plan/Survey/Research/Evaluation B.03 Warehouse/Mechanical Workshop Construction B.21 In-Country Transport (General) B.22 International Transport (Food) B.23 In-Country Transport (Food) B.24 International Transport (Non-Food) B.25 In-Country Transport (Non-Food) B.26 International Transport (Refugees/Returnees) B.27 In-Country Transport (Refugees/Returnees) B.28 Warehousing/Distribution Services B.29 Mechanical Workshop Services B.96 Individual/Family Support B.97 Training/Orientation/Seminar, etc. B.98 Other Transport/Logistics Activities (specify) B.99 Sector Support/Management
<b>C. DOMESTIC NEEDS / HOUSEHOLD SUPPORT</b>	C.01 Plan/Survey/Research/Evaluation C.21 Relief Substitution C.22 Household Fuel/Goods C.96 Individual/Family Support C.97 Training/Orientation/Seminar, etc. C.98 Other Domestic Needs/Household Support (specify) C.99 Sector Support/Management

<b>D. WATER SUPPLY</b>	D.01	Plan/Survey/Research/Evaluation
	D.03	Water System Development/Construction
	D.21	Water System Operations
	D.97	Training/Orientation/Seminar, etc.
	D.98	Other Water Activities (specify)
	D.99	Sector Support/Management
<b>E. SANITATION</b>	E.01	Plan/Survey/Research/Evaluation
	E.03	Sanitary Facilities/Latrine Construction
	E.21	Human Waste Control
	E.22	Solid/Hospital Waste Control
	E.23	Vector/Pest Control (except warehouse)
	E.97	Training/Orientation/Seminar, etc.
	E.98	Other Sanitation Activities (specify)
	E.99	Sector Support/Management
<b>F. HEALTH / NUTRITION</b>	F.01	Plan/Survey/Research/Evaluation
	F.03	Health Facilities Construction
	F.21	General Health Services
	F.22	National Services Support
	F.23	Dental Services
	F.24	In-Patient Services (including patient feeding)
	F.25	Out-Patient Services
	F.26	Community Health Services
	F.27	Maternal/Child Health Services
	F.28	Supplementary Feeding Services
	F.29	Pharmaceutical Services
	F.30	Health Education
	F.31	Laboratory Services
	F.32	Immunization/Cold Chain Services
	F.33	Physical Rehabilitation Services
	F.35	Preventing and Combating HIV/AIDS
	F.96	Individual/Family Support
	F.97	Training/Orientation/Seminar, etc.
	F.98	Other Health/Nutrition Activities (specify)
F.99	Sector Support/Management	
<b>G. SHELTER / OTHER INFRASTRUCTURE</b>	G.01	Plan/Survey/Research/Evaluation
	G.02	Land Preparation/Site Development
	G.03	Refugee Shelter/Construction
	G.21	General Site Operations/Activities
	G.22	Electricity/Lighting Development/Construction
	G.96	Individual/Family Support
	G.97	Training/Orientation/Seminar, etc.
	G.98	Community/Other Infrastructure (specify)
	G.99	Sector Support/Management
	<b>H. COMMUNITY SERVICES</b>	H.01
H.21		Special Services (Unaccompanied Minors)

- H.22 Special Services (Children)
- H.23 Special Services (Women)
- H.24 Special Services (Single-Parent Families)
- H.25 Special Services (Elderly)
- H.26 Special Services (Disabled)
- H.27 Mental Health Services
- H.28 Community Development Services
- H.29 Cultural/Recreational Activities
- H.30 Fire Prevention/Fighting Services
- H.31 Social Work Services (Counselling)
- H.40 At-risk children
- H.96 Individual/Family Support
- H.97 Training/Orientation/Seminar, etc.
- H.98 Other Community Services (specify)
- H.99 Sector Support/Management

**I. EDUCATION**

- I.01 Plan/Survey/Research/Evaluation
- I.03 Educational Facilities Construction
- I.21 General Primary Education
- I.22 General Secondary Education
- I.23 Scholarship (Lower Secondary Academic)
- I.24 Scholarship (Post-Primary Vocational)
- I.25 Scholarship (Higher Secondary Academic)
- I.26 Scholarship (Higher Secondary Vocational)
- I.27 Scholarship (Post-Secondary Academic)
- I.28 Scholarship (Post-Secondary Vocational)
- I.29 Foreign Language Training/Cultural Orientation
- I.30 Literacy Training (Mother Language)
- I.31 Vocational/Skills Training
- I.40 At-risk children
- I.32 Pre-School/Day-Care
- I.97 Teacher Training/Orientation/Seminar, etc.
- I.98 Other Education Activities (specify)
- I.99 Sector Support/Management

**J. CROP PRODUCTION**

- J.01 Plan/Survey/Research/Evaluation
- J.02 Land Preparation
- J.03 Construction/Improvement
- J.21 Production Activities/Inputs
- J.22 Agricultural Water Supply/Irrigation
- J.81 Small-Scale Gardening
- J.82 Credit Schemes
- J.97 Extension/Training/Seminar, etc.
- J.98 Other Crop Production Activities (specify)
- J.99 Sector Support/Management

**K. LIVESTOCK /  
ANIMAL HUSBANDRY**

- K.01 Plan/Survey/Research/Evaluation
- K.03 Construction/Improvement
- K.21 Production Activities/Inputs

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	K.22	Veterinary/Vaccination Services
	K.81	Small-Scale Livestock Activities
	K.82	Credit Schemes
	K.97	Extension/Training/Seminar, etc.
	K.98	Other Livestock Activities (specify)
	K.99	Sector Support/Management
<b>L. FISHERIES</b>	L.01	Plan/Survey/Research/Evaluation
	L.02	Area/Land Preparation
	L.03	Construction/Improvement
	L.21	Fishing Activities/Inputs
	L.22	Aquaculture Activities/Input
	L.82	Credit Schemes
	L.97	Extension/Training/Seminar, etc.
	L.98	Other Fishery Activities (specify)
	L.99	Sector Support/Management
<b>M. FORESTRY</b>	M.01	Plan/Survey/Research/Evaluation
	M.02	Land Preparation
	M.03	Construction/Improvement
	M.21	Tree Nursery Activities/Inputs
	M.22	General Forestry Activities/Inputs
	M.81	Small-Scale Tree Planting
	M.97	Extension/Training/Seminar, etc.
	M.98	Other Forestry Activities (specify)
	M.99	Sector Support/Management
<b>N. INCOME GENERATION</b>	N.01	Plan/Survey/Research/Evaluation
	N.03	Construction/Major Improvements
	N.21	Employment/Labour Insertion Activities
	N.22	Small Business Assistance
	N.23	Production Units (specify)
	N.97	Extension/Training/Seminar, etc.
	N.98	Other Income-Generation Activities (specify)
	N.99	Sector Support/Management
<b>O. LEGAL ASSISTANCE / PROTECTION</b>	O.01	Legal Research
	O.21	Refugee Legal Representation
	O.22	Refugee Status Determination/Registration/Identity Cards
	O.23	Promotion of Refugee Law/Protection
	O.24	Operation of the Headquarters Centre for Documentation on Refugees (CDR)
	O.25	Refugee Travel Documents/Other Document Issuance
	O.40	At-risk children
	O.97	Training/Orientation/Seminar, etc.
	O.98	Other Legal Assistance Activities (specify)
	O.99	Sector Support/Management

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<b>P. AGENCY OPERATIONAL SUPPORT</b>	P.01	Plan/Survey/Research/Evaluation
	P.03	Agency Office/Housing Construction
	P.21	General Project Management Services
	P.22	Public Information
	P.97	Training/Orientation/Seminar, etc.
	P.98	Other Agency Operational Support (specify)
	W.98	Combined project
<b>X. OUTSTANDING INSTALMENTS</b>	X.21	Instalments to Implementing Partners
	X.22	Unspent balance

## ITEM AND SUB-ITEM CODES

<b>a.</b>	<b>Food (Cereals)</b>	d.04110	Mutton (specify Fresh, Frozen, Canned, Dried, etc.)
a.01010	Barley	d.04120	Pork (specify Fresh, Frozen, Canned, Dried, etc.)
a.01020	Maize/Corn	d.04130	Fruit (specify Fresh, Frozen, Canned, Dried, etc.)
a.01030	Millet	d.04140	Vegetables/Tubers
a.01040	Oats	d.04150	Noodles/Pasta
a.01050	Rice	d.04160	Biscuits (High Protein)
a.01060	Rye	d.04170	Chillies/Peppers
a.01070	Sorghum	d.04180	Salt
a.01080	Wheat	d.04190	Sugar
a.01998	Other Cereals/Flours/Meals (specify)	d.04200	Beverages
a.01999	Unspecified Cereals	d.04998	Other Miscellaneous Food (specify)
		d.04999	Unspecified Miscellaneous Food
<b>b.</b>	<b>Food (Pulses)</b>	<b>e.</b>	<b>Vehicles/Transport Equipment</b>
b.02010	Beans	e.05010	Agricultural Vehicles/Related Equipment
b.02020	Groundnuts	e.05020	Bicycle/Tricycle
b.02030	Lentils	e.05030	Construction Vehicles/Related Heavy Equipment
b.02040	Peas	e.05040	Heavy Commercial Vehicles/Trucks
b.02998	Other Pulses (specify)	e.05050	Motorcycle
b.02999	Unspecified Pulses	e.05060	Passenger/Light 4WD Vehicles/Pick-ups
<b>c.</b>	<b>Food (Oils/Fats)</b>	e.05070	Specialized Vehicles (Bus, Ambulance, Garbage, etc.)
c.03010	Animal Fats	e.05080	Vessels/Boats
c.03020	Vegetable Oil	e.05998	Other Vehicles/Transport Equipment (specify)
c.03998	Other Oils/Fats (specify)	e.05999	Unspecified Vehicles/Transport Equipment
c.03999	Unspecified Oils/Fats	<b>f.</b>	<b>Fuel/Lubricants</b>
<b>d.</b>	<b>Food (Miscellaneous)</b>	f.06010	Aviation Fuel
d.04010	Corn Soya Blend (CSB)	f.06020	Charcoal
d.04020	Milk Tablets	f.06030	Diesel
d.04030	Dried Skim Milk (DSM)	f.06040	Engine Oil
d.04040	Dried Whole Milk (DWM)	f.06050	Gear Lubricants
d.04050	Corn Soya Milk (CSM)	f.06060	Grease
d.04060	Wheat Soya Milk (WSM)	f.06070	Hydraulic Fluids
d.04070	Eggs (specify Fresh/Dried etc.)	f.06080	Kerosene
d.04080	Fish (specify Fresh, Frozen, Canned, Dried, etc.)		
d.04090	Chicken (specify Fresh, Frozen, Canned, Dried, etc.)		
d.04100	Beef (specify Fresh, Frozen, Canned, Dried, etc.)		

f.06090	Petrol/Benzine	g.07400	Teaching/Training Equipment
f.06100	Synthetic Cooking Fuel	g.07410	Typewriter
f.06110	Transmission Lubricants	g.07420	Veterinary Equipment
f.06120	Wood	g.07430	Waste Receptacles
f.06998	Other Fuel/Lubricants (specify)	g.07440	Water Filtration Equipment
f.06999	Unspecified Fuel/Lubricants	g.07450	Water Pump
<b>g.</b>	<b>Equipment</b>	g.07460	Water Tank (Metal/Collapsible)
g.07010	Agricultural Kit	g.07470	Weighing Scale
g.07020	Agricultural/Fishery Equipment	g.07998	Other Equipment (specify)
g.07030	Animal Carts	g.07999	Unspecified Equipment
g.07040	Audio-Visual Equipment	<b>h.</b>	<b>Supplies/Materials/Goods</b>
g.07050	Brick-Making Equipment	h.08010	Agrochemicals
g.07060	Calculators	h.08020	Animal Feed
g.07070	Clinic/Hospital Equipment	h.08030	Audio-Visual Supplies
g.07080	Communications Equipment (Radio, Telex, etc.)	h.08040	Bags
g.07090	Concrete Mixer	h.08050	Bamboo
g.07100	Data Processing Equipment	h.08060	Blankets
g.07110	Dental Equipment	h.08070	Books (General & Reference)
g.07120	Drilling Equipment	h.08080	Bowls
g.07130	Duplicating Equipment	h.08090	Cement
g.07140	Electrical Equipment	h.08100	Classroom Supplies
g.07150	Fire Fighting Equipment	h.08110	Cloth/Clothing
g.07160	Freezer/Fridge/Cold Chain Equipment	h.08120	Computer Software
g.07170	Fuel Pump	h.08130	Cooking Pots/Pans/Kettles etc.
g.07180	Fuel Tank	h.08140	Cooking Stoves
g.07190	Fumigation Equipment	h.08150	Culverts
g.07200	Furniture	h.08160	Cups/Glasses
g.07210	Generator	h.08170	Cutlery
g.07220	Grinding Mill	h.08180	Data Processing Supplies
g.07230	Hand Tools/Tool Kits	h.08190	Dental Supplies
g.07240	Household/Kitchen Equipment	h.08200	Drafting/Surveying Supplies
g.07250	Immunization Kit	h.08210	Drugs/Medicines/Consumable Medical Supplies
g.07260	Laboratory/X-Ray Equipment	h.08220	Electrical Supplies
g.07270	Machine Tools/Power Tools	h.08230	Emergency Medical Kits
g.07280	Marine Engine	h.08240	Eyeglasses
g.07290	Mechanical Equipment	h.08250	Fencing Materials
g.07300	Musical Instruments	h.08260	Fertilizers
g.07310	Photocopy Equipment	h.08270	Film/Photographic Supplies
g.07320	Photographic Equipment	h.08280	Fire Extinguishers
g.07330	Physical Survey Equipment	h.08290	Fish Feed
g.07340	Prefabricated House	h.08300	Fishing Nets/Traps/Related Gear
g.07350	Prefabricated Warehouse	h.08310	Footwear
g.07360	Recording Equipment	h.08320	Iron Rods/Reinforcing Materials
g.07370	Sewing/Knitting Machines	h.08330	Janitorial Items/Cleaning Agents
g.07380	Sports Equipment	h.08340	Laboratory Supplies/Reagents
g.07390	Spraying Equipment	h.08350	Lime

h.08360	Livestock	j.10070	Building Construction Contract
h.08370	Measuring Cups/Scoops	j.10080	Cleaning Services
h.08380	Mosquito Nets	j.10090	Communication Costs (Telex, Telephone, etc.)
h.08390	Nutrition Surveillance Kits	j.10100	Custom Fees
h.08400	Office Supplies	j.10110	Dam/Reservoir Construction Contract
h.08410	Paint/Related Materials	j.10120	Data Processing Fees
h.08420	Pipes/Related Materials	j.10130	Demurrage and Related Fees
h.08430	Planting Materials	j.10140	Drilling/Borehole Contract
h.08440	Plastic Sheeting	j.10150	EDP/Computer Time Contract
h.08450	Plates	j.10160	Earthworks Contract
h.08460	Roofing Materials	j.10170	Film/Video Production Contract
h.08470	Salts/Minerals	j.10180	Fumigation Contract
h.08475	Sanitary Items (Women & Girls)	j.10190	Graphics Design Contract
h.08480	Seeds/Seedlings	j.10200	Harbour Clearance/Handling/Storage Fees
h.08490	Sleeping Mats/Mattresses/Beds	j.10210	Inland Handling/Storage Fees
h.08500	Soap (Bath & Laundry)	j.10220	Inspection/Survey Fees
h.08510	Spare parts	j.10230	Insurance
h.08520	Tarpaulins/Canvas Squares	j.10240	Land Rental Contract
h.08530	Tents	j.10250	Legal Services Contract
h.08540	Timber	j.10260	Loading/Unloading Contract
h.08550	Vaccines	j.10270	Marketing Contract
h.08560	Water Jars/Jerry Cans	j.10280	Messenger Services
h.08570	Water Pipes/Related Supplies	j.10290	Milling Contract
h.08580	Water Testing Kits	j.10300	Office Rental
h.08590	Water Buckets	j.10310	Overhead Water Storage Contract
h.08600	Wire/Rope/Cord	j.10320	Pipeline/Canal Construction Contract
h.08610	Wood Poles	j.10330	Printing Contract
h.08620	Workshop Supplies	j.10340	Printing/Publication Costs
h.08998	Other Supplies/Materials/Goods (specify)	j.10350	Removal Expenses
h.08999	Unspecified Supplies/Materials/ Goods	j.10360	Report Compilation Costs
i.	<b>Maintenance/Repair</b>	j.10370	Right-Of-Way Fees/Road Taxes
i.09010	Maintenance/Repair (Vehicles/Transport Equipment)	j.10380	Road Construction Contract
i.09020	Maintenance/Repair (Equipment)	j.10390	Security Services
i.09030	Maintenance/Repair (Premises)	j.10400	Site Construction Contract
i.09998	Other Maintenance/Repair (specify)	j.10410	TV/Radio Time Contract
i.09999	Unspecified Maintenance/Repair	j.10420	Tendering/Drafting Fees
j.	<b>Services (Contractual/General)</b>	j.10430	Train Charter
j.10010	Advertising Contract	j.10440	Translation Contract
j.10020	Aerial Photography Contract	j.10450	Translation/Interpretation Costs
j.10030	Aircraft Charter	j.10460	Transport Contract
j.10040	Auditor Fees	j.10470	Utilities (Electricity, Water, etc.)
j.10050	Bank Charges	j.10480	Warehouse Rental Contract
j.10060	Bridge Construction Contract	j.10990	Food Distribution Costs
		j.10998	Other Commercial Contracts/Services (specify)
		j.10999	Unspecified Services (Contractual/General)

<b>k.</b>	<b>Grant/Lump Sum Payment</b>	<b>l.12300</b>	<b>Subsistence/Living/Room and Board Allowance</b>
k.11000 <sup>1</sup>	International NGO Headquarters Overhead Costs	l.12310	Transit Costs
k.11010	Common Services Fund Grant	l.12320	Translation/Interpretation Costs
k.11020	Ex-Gratia Payment	l.12330	Transport Ticket (Purchase of)
k.11030	Honoraria	l.12340	Vacation/Related Allowance
k.11040	Loan Insurance Fund Grant	l.12350	Visa Fees
k.11050	Revolving Loan Fund Grant	l.12360	Voluntary Repatriation Grant
k.11060	Grant-In-Aid	l.12370	Work Permit Fees
k.11070	Small Business Establishment Grant	l.12998	Other Payment for Individual/Family (specify)
k.11080	Training Fund Grant	l.12999	Unspecified Payment for Individual/Family
k.11998	Other Grant/Lump Sum Payment (specify)		
k.11999	Unspecified Grant/Lump Sum Payment	<b>m.</b>	<b>Labour</b>
<b>l.</b>	<b>Payment to/on behalf of Individual/Family</b>	m.13010	Refugee Labour Wages
l.12010	Annuity Payments	m.13020	Non-Refugee Labour Wages
l.12020	Apprenticeship Grant	m.13998	Other Labour Costs (specify)
l.12030	Bail	m.13999	Unspecified Labour Costs
l.12040	Books/Student Supplies	<b>n.</b>	<b>Staff Costs (Non-UNHCR)</b>
l.12050	Business License Fee	n.14010	Salaries
l.12060	CTD (Convention Travel Document) Fees	n.14020	Other Salary-Related Costs
l.12070	Clothing/Uniform Allowance	n.14030	Staff Allowances/Benefits
l.12080	Departure Fees	n.14040	Staff Housing Rental
l.12090	Employment Grant	n.14050	Staff Travel
l.12100	Fine	n.14998	Other Staff Costs (specify)
l.12110	Food Allowance	n.14999	Unspecified Staff Costs (non-UNHCR)
l.12120	House Construction Grant	<b>o.</b>	<b>Consultants</b>
l.12130	Household/Settling-in Grant	o.15010	Consultant Fees
l.12140	IOM Service Fees	o.15020	Consultant Travel
l.12150	Identification Card Fees	o.15030	Consultant Per Diem
l.12160	Insurance for Individual/Family	o.15998	Other Consultant Costs (specify)
l.12170	Legal Fees	o.15999	Unspecified Consultant Costs
l.12180	Local Travel Allowance	<b>q.</b>	<b>Quick Impact Projects (QIP)</b>
l.12190	Medical Escort Costs	q.16999	Unallocated QIPs
l.12200	Medical Examination Costs	<b>z.</b>	<b>Unspecified</b>
l.12210	Medical Referral/Treatment Costs	z.99999	Unspecified
l.12220	Pocket Money Allowance		
l.12230	Registration/Tuition/Related Fees		
l.12240	Rental Deposit		
l.12250	Rental/Housing Allowance		
l.12260	Resettlement/Departure Grant		
l.12270	Residence Permit Fees		
l.12280	Social Security Payments		
l.12290	Student Deposit		

<sup>1</sup> Sub-Item to be created in FOBS if and when needed.



## Appendix B4: STANDARDS AND INDICATORS FOR KEY SECTORS

The attached *provisional set of standards and indicators* covering the basic areas of assistance, and also aspects of protection have been communicated to UNHCR Offices (February 2003), with instructions that these are to be used in formulating objectives, outputs and indicators. While it is recognised that these are not the only indicators/standards that should be monitored and referred to, they are the latest version of the core set which all operations will be required to use, so as to allow comparison between operations.

<b>SECTOR: EDUCATION</b>	
These are selected, readily quantifiable indicators of the well-being of populations of concern, together with the corresponding standards. Standards represent acceptable/unacceptable levels or ranges of the indicator variable which are critical for managers.	
<i>Indicator</i>	<i>Relevant quantifiable standard</i>
% of all boys/girls aged 5-17 in population who are in primary and lower secondary education (disaggregated by age and sex)	80 % of boys 80 % of girls (It is noted that the Millennium Development Goals and the Dakar Framework Education for All, set a goal of 100% in primary education by 2015. The proposed standard also takes into account the likely local standards which may not have all the primary-school age local population in school)
% of students (disaggregated by sex, grade) successfully completing the school year and enrolling in the next level of primary education (measured after start of new school year)	> 75 % of boys enrolled > 75 % of girls enrolled
Ratio Students / Classroom	40-50: 1
Ratio Students / Teacher	40-50: 1
<b>Suggested additions:</b> % of qualified/trained teachers	80 % (the arbitrary nature of this figure is recognized)

<b>SECTOR: FOOD SECURITY AND NUTRITION</b>	
Rate of acute malnutrition (< -2 Z scores weight for height) among children under five	< 10 %
% of low birth weight (< 2.5 kg)	< 10 to 15 % of new born children
Presence of micro-nutrient deficiencies (MNDs)	No MND outbreak reported
# of Kcal per person per day received by beneficiary households	Average 2,100 Kcal
% of food aid sold or exchanged	< 20 %
% of women on food distribution committees	> = 50 %
<b>Suggested additions:</b> Chronic malnutrition rate – Severe malnutrition rate – < 5 Mortality due to malnutrition	
<b>SECTOR: HEALTH</b>	
Crude mortality rate (CMR) (Deaths/10,000 persons/day)	< 0.3 – 0.5 / 10,000 / day – in stable programmes < 1 / 10,000 / day during emergency phase
Under 5 mortality rate (Deaths/10,000 children < 5/day)	< 1 / 10,000 / day – in stable programmes < 2 / 10,000 / day during emergency phase
% of < 5 children vaccinated against measles	95 %
Ratio of key health personnel to population size	1-3 doctors/medical assistants / 10-20,000 persons 50 % of health staff are female
Availability of sanitary supplies for refugee women (materials vary according to local habits)	100 %
<b>Suggested additions:</b> number of consultations/ health care worker in outpatient dept (OPD)/day	

<b>SECTOR: SANITATION</b>	
<p>% of population with access to adequate sanitation facilities: i.e:</p> <ul style="list-style-type: none"> <li>- # of persons to 1 latrine</li> <li>- Average distance from dwelling</li> <li>- # of communal refuse pits to population size</li> <li>- % coverage for control of disease vectors (shelters &amp; surrounding areas)</li> </ul>	<p>100 %</p> <p>1 latrine 'seat' per 20 persons &lt; 200 m</p> <p>1 pit (2m x 5m x 2m) per 500 persons 100 %</p>
Quantity of soap available	400 g / person / month
<b>SECTOR: SHELTER</b>	
Average floor area available per person in a shelter	> 3,5 m <sup>2</sup> / person
<p>% of population living in adequate shelter, i.e.:</p> <ul style="list-style-type: none"> <li>- Protection from sun,rain,wind and cold</li> <li>- Privacy</li> <li>- Persons per room</li> </ul>	<p>100 %</p> <p>Shelter has roof and walls Acceptable to beneficiaries cultural norms 4 persons / room</p>
Surface area for a refugee camp	> 45 m <sup>2</sup> / person
<b>SECTOR: WATER</b>	
Average quantity of water available	> 15 litres / person / day
<p>% of population with easy access to safe water, i.e.:</p> <ul style="list-style-type: none"> <li>- Distance from dwelling</li> <li>- # persons per water point</li> </ul> <p>Total coliform organisms</p>	<p>100 %</p> <p>&lt; 200 m &gt; 1 water tap / 80 persons &gt; 1 water well / 200 persons ≈ 0 per 100 ml for treated water &lt; 10 per 100 ml for untreated water in an occasional sample</p>

<b>SECTOR: PROTECTION</b>	
Number of known cases of refoulement	None
Proportion of asylum-seekers having access to fair and efficient asylum procedures,i.e.: <ul style="list-style-type: none"> <li>- Waiting period for an RSD decision</li> <li>- Proportion of asylum-seekers receiving written, reasoned decisions</li> <li>- Proportion of asylum-seekers having access to appeal to a second instance</li> <li>- Proportion of women and children asylum-seekers without access to age- and gender-sensitive procedures</li> <li>- Proportion of asylum-seekers who wish to access UNHCR and are accordingly attended</li> </ul>	3-6 months All All None All
Number of refugees and asylum-seekers and refugees in unwarranted detention	None
Proportion of population of concern,both male and female, who are individually registered and have received identity documentation	All
Proportion of population living in a secure location,i.e.: <ul style="list-style-type: none"> <li>- Distance from border of country of origin</li> <li>- Presence of armed elements</li> <li>- Existence of forced recruitment</li> <li>- Accessibility to UNHCR</li> <li>- Cases of SGBV including sexual exploitation</li> <li>- # of unaccompanied and separated children still to be placed in monitored foster care</li> </ul>	At reasonable distance (depending on the geographic circumstances,at least 50 km) None None Full None None