



JORDAN MISSION –

VAF Module Training for requesting new beneficiary lists

Determining Eligibility and Prioritization of Beneficiaries through Vulnerability Scoring

Training-of-Trainer Guide

The Vulnerability Assessment Framework (VAF) defines vulnerability as:

“the risk of exposure of Syrian refugee households to harm, primarily in relation to protection threats, inability to meet basic needs, limited access to basic services, and food insecurity, and the ability of the population to cope with the consequences of this harm.”

A key objective of the Jordan Refugee Response has been to ensure that humanitarian resources have been used efficiently and effectively, as a commitment to both donors, the Government of Jordan and to the refugees themselves. Targeting of assistance to the most vulnerable refugees is a part of this commitment. As a result in January 2014, the Vulnerability Assessment Framework (VAF) process was launched in Jordan with the primary objective of developing a robust model that could be applied across the Syrian non-camp based population to assess multiple vulnerabilities and provide the humanitarian country specific information at Kingdom wide, district and household levels. The VAF is a combination of a number of components all of which build on the development of the Vulnerability Assessment Model.

Who can submit a VAF data request?

VAF partners – also required to have RAIS access to enable them to access the module.
VAF partners will have to submit an Annex 1 specifying the exact selection needed.
Annex 1 enables partner partners to request the refugee biodata with the VAF scores which correspond. I.e. Case ID, PA name, address, phone number and family size, + VAF scores.
This allows partners to access Biodata and VAF scoring for new beneficiaries.

How is this different to the VAF module search function?

The VAF module search function does not display any refugee biodata in the screen; and is limited to Case ID, PA Gender, Governorate and district. This allows partners to access VAF scoring for their existing beneficiary lists.

ANNEX 1:



ANNEX 1 - Programme

Description of Data User's Programme in the context of Vulnerability Assessment Framework (VAF) data sharing between UNHCR and XX [Data User or Data User/Collector]

The purpose of sharing Personal Data with the [Data User or Data User/Collector] under the Memorandum of Understanding between UNHCR and [Data User or Data User/Collector] is to provide effective assistance via the VAF to persons of concern to UNHCR fleeing the conflict in Syria and living in the Hashemite Kingdom of Jordan in non-camp environments. The [Data User or Data User/Collector's] programme consists of the following elements:

1. Name of Programme:
2. Duration of Programme:
 - Start Date:
 - End Date:

The Memorandum of Understanding shall remain in force from the date of signature of the Memorandum of Understanding from the date of signature until [one] year following the End Date of [Data User or Data User/Collector's] Programme.

3. Total Number of Beneficiaries (Cases):
4. Sector/s of Intervention:
5. Type of Intervention:
6. Geographic Area of Intervention:

No. of Cases	Governorate	District/s

7. Data Parameters Required

Sector / Universal Indicators	Scores	List any additional sector indicator priorities if needed:
Basic Needs		
Food Security		
Shelter		

Health		
WASH		
Education		
Predicted Welfare		
Dependency Ratio		
Coping Strategies		
Documentation Status		
Disability (Cases w indivs.)		

8. Is there a percentage of FHH or MHH required? If so, please advise split:
9. Funding confirmed: Yes/No
10. For this programme will beneficiary data be shared with Subcontractors/ implementing partners or agents, if yes; please advise

Appointment of sub-contractors and agents / compliance by sub-contractors and agents

- a) UNHCR accepts that for the purpose of the implementation of its assistance programme (in accordance with Article 2(a)) in the overarching VAF MOU, the Data User will need to share the Personal Data referred to in Article 3 with a number of contracted partners.
- b) At the time of this request, the contracted partners for this programme as specified above are:
 - i. Agency X
 - ii. Agency Y

Should any of the above-mentioned contracted partners need to be replaced in the course of the application of this Agreement or a new contracted partner be added, the Data User must inform and consult with UNHCR accordingly. The details of any new contracted partners must be shared in writing with UNHCR.

- c) Data User shall ensure that any data sharing with a contracted partner is subject to a binding legal obligation to comply with Data User’s obligations under this agreement. Data User shall also ensure that its contracted partners will not share any Personal Data received under this agreement to any other third party. Data User will share with UNHCR copies of the legal undertaking of contracted partner(s) in electronic formats prior to any data sharing with contracted partner(s).
- d) Under no circumstances shall Personal Data shared under this Agreement be disclosed by Data User or one of its contracted partners to the country of origin of the persons of concern.

	For the Office of the United Nations High Commissioner for Refugees
	Paul Stromberg
	UNHCR Deputy Representative
	Date

	For XXX
	<< NAME OF REPRESENTATIVE >>
	<< TITLE OF REPRESENTATIVE >>
	Date

Non- VAF partners can make a request by contacting JORAMDAT@unhcr.org and will have to sign a formal MOU prior to the release of data.

When to submit a VAF data request?

Organizations request data from UNHCR for sector led programmatic interventions. In the event that an organization receives a new tranche of funding and needs additional or new beneficiaries including their biodata. To begin the process an Annex 1 needs to be submitted to JORAMDAT@unhcr.org and online request through RAIS for VAF partners ONLY.

VAF Data Requests:

The screenshot shows the RAIS Dashboard interface. At the top, there is a navigation bar with the following tabs: UNHCR ASSIST, Dashboard, Cases Information, Ticketing, Assistance, Cash for Work, Education, Forms, Referrals, VAF, and Reports. Below the navigation bar, the main content area is titled "RAIS Dashboard". On the right side of this area, there is a search dropdown menu with two options: "VAF Scores" and "VAF Data Requests". The "VAF Data Requests" option is highlighted with a red box. Below the search menu, there is a section titled "RAIS Announcement" with a blue header. Underneath, there is a table with columns for "Release Id", "Release Date", and "Module Name". Each column has a search input field with a dropdown arrow. Below the table, it says "No records to display." At the bottom of the dashboard, there is a session expiration notice: "Your Session will expire in: 90 minutes" and a copyright notice: "© 2014 - 2017 Developed by UNHCR MENA Bureau - Data Management Group, ASSISTv1".

Entering Data Request

Filters:

Select Form

VAFver1

Select Scores / Sub-Scores

- Scores
 - WelfareScore
 - Coping Strategies
 - Documentation
 - Dependency
 - Food
 - Shelter
 - BasicNeedsScore
 - VAFWashScore
 - EducationScore
 - VAFHealthScore

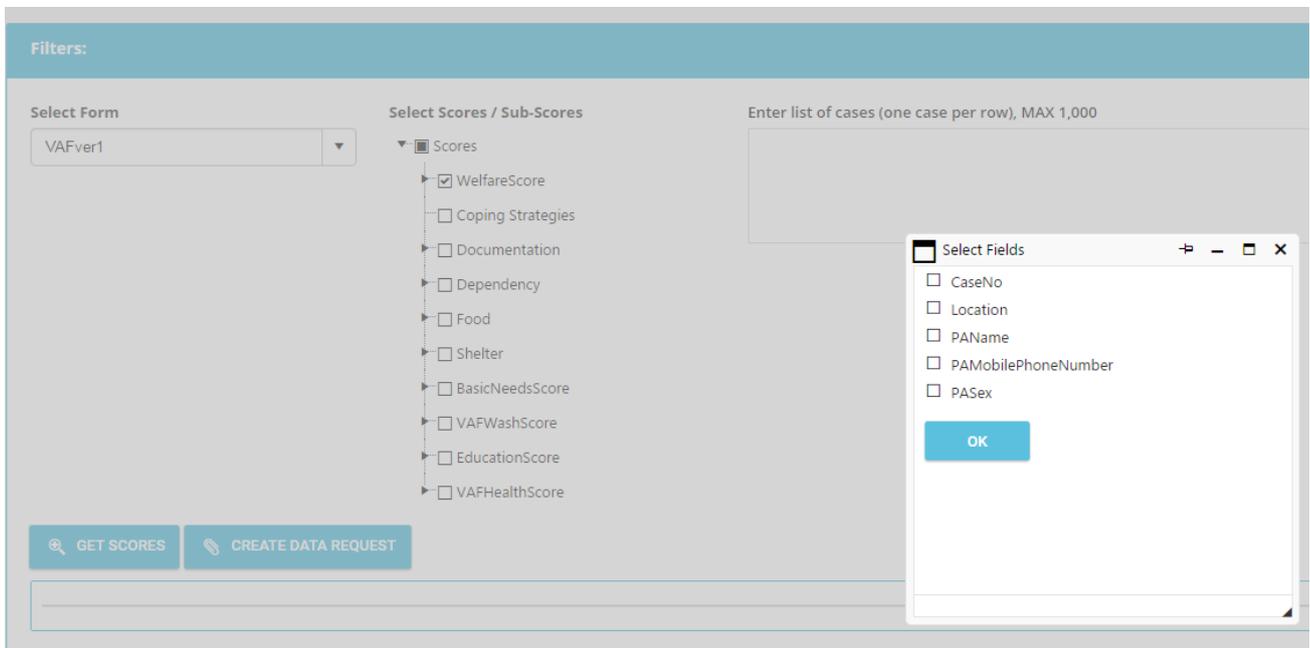
Enter list of cases (one case per row), MAX 1,000

GET SCORES

CREATE DATA REQUEST

Case No	_PA_Sex	Location	Welfare Score	Family Size Score	Children Score
<input type="text"/>	<input type="text"/>	<input type="text" value="Irbid"/>	Filter by location as needed	<input type="text"/>	<input type="text"/>
199-██████	M	Irbid,Ar-Ramtha	3.00	-0.78	-0.11
199-██████	M	Irbid,Ar-Ramtha	2.00	0.00	0.00
165-██████	M	Irbid,Ar-Ramtha	3.00	-0.64	-0.11
165-██████	M	Irbid,Ar-Ramtha	3.00	-0.64	0.00

1. Select Form: VAF_ver1
2. Select Scores required
3. Create data request after Annex 1 has been submitted and sent to JORAMDAT@unhcr.org
4. Select your biodata fields needed:
Case No, Location, PA Name, PA mobile phone, PA sex



5. Once signed Annex 1 request received by JORAMDAT team
6. Data request to be approved by UNHCR.
7. After approval organizations can go to the VAF Data Request Module screen and download file as below via the download icon.

Scores Data Requests

Data Requests Information

Organization: Status:

Requested Fields	Status	DataSize	Organization	Requested By User	Request Date	Approved/Rejected By	Date Approved	Approve	Reject	Download
Location , PAName , PAMobilePhoneNumber , PASex	Pending	138019	UNHCR	OliviaCribb	16-Feb-2017		01-Jan-1900	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CaseNo , Location , PAName , PAMobilePhoneNumber , PASex	Exported	1450	UNHCR	OliviaCribb	13-Feb-2017	OliviaCribb	13-Feb-2017			<input type="button" value="Download"/>

Please note that individuals using refugee biodata are subject to compliance to [UNHCR's Policy on the protection of Personal Data of Persons of Concern to UNHCR](#). Access to the policy can be found in hyperlink.

If you have any questions on UNHCR's Data sharing policy please contact JORAMDAT@unhcr.org