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:

<table>
<thead>
<tr>
<th>No. of Cases</th>
<th>Governorate</th>
<th>District/s</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Data Parameters Required

<table>
<thead>
<tr>
<th>Sector / Indicators</th>
<th>Universal Scores</th>
<th>List any additional sector indicator priorities if needed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shelter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:**

![RAIS Dashboard]

**Entering Data Request**
<table>
<thead>
<tr>
<th>Case No</th>
<th>Full_Name</th>
<th>Gender</th>
<th>Location</th>
<th>Welfare Score</th>
<th>Family Size Score</th>
<th>Children Score</th>
<th>Filter by location as needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td></td>
<td>M</td>
<td>Hambag</td>
<td>3.00</td>
<td>-0.70</td>
<td>-0.11</td>
<td></td>
</tr>
<tr>
<td>101</td>
<td></td>
<td>M</td>
<td>Hambag</td>
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<td>0.00</td>
<td>0.00</td>
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</tr>
<tr>
<td>102</td>
<td></td>
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</tr>
<tr>
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<td>Hambag</td>
<td>3.00</td>
<td>-0.64</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
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.
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