

Cash for Work (CFW) Factsheet

1. Why opt CFW intervention in South Lebanon

In the context of the Syrian refugee crisis, CFW interventions can fulfill a number of parallel objectives:

- Support households to meet their minimum expenditure requirements and reduce negative coping strategies by providing a temporary income source
- Provide temporary employment to refugees and host community members (with limited or no income) on community-driven projects
- Provide flexibility to beneficiaries to withdraw from work if they find a permanent employment.
- Reduce tension and enhance relations between refugee and host community (if designed appropriately)
- Strengthen the relation between ACF and local municipalities

The assessment conducted Between June and August 2013, also identified Specific CFW-related recommendations in support of Improving community infrastructure and environment, especially in and around.

A. Agriculture:

- Maintaining planting areas,
- Cutting and raking grass and burning;
- Spreading topsoil and seeding greens;
- Collection of garbage disposal

B. Construction:

- Laying and/or patching black top or concrete pavements, gutters, culverts, etc.
- Digging ditches and laying pipes;
- Repairing sandstone and Painting old buildings;
- Moving furniture, equipment, and materials;

2. Selection of beneficiaries, Daily wage rate and Logistic

Beneficiary Selection:

- Formal selection process, led by ACF
- Stricter selection criteria set by ACF
- Verification sampling to ensure beneficiaries meet criteria

Daily rate setting & working hours

- Household needs (i.e. the contribution of the CFW payment to the Minimum Expenditure Basket)
- Objective wage standards in the project location (based on pre-crisis wages of 20 USD per day for casual Labour)
- The total number of planned days of work (allowing for other livelihoods activities to be conducted)

- On this basis, the proposed daily CFW wage rate is **20 USD /day** for 10 days per month, for unskilled workers. This totals 200 USD/month, which is the same value which is provided to households benefitting from unconditional cash transfers. skilled workers/supervisors will receive 25 USD/day.
- The number of hours of work per day (and breaks) should clearly be defined in collaboration with the CFW Staff, taking into account prayer times, public holidays.
 - \$20/ day for labourers
 - \$25/ day for supervisors

Logistics and safety

At planning stage, the following considerations need to be taken in to account:

- Provision of transport for Beneficiaries should be managed by municipality
- ACF will provide insurance during work period to all beneficiaries of CFW

3. Implementing CFW

Key Steps:



Targeting choosing the workers

Refer to “Identification of beneficiaries Guidelines”

The recommended targeting methodology for CFW is community-led targeting on basis of ACF criteria, with the list to be validated by ACF.

Specific considerations for selection of CFW beneficiaries include:

- Ensuring that they are willing to do the proposed work → communicate with identified households. The nature of the work before final selection
- Not excluding labor constrained households → Households unable to work should be provided with unconditional cash transfers (approx. 20% of identified households)
- Selecting individuals within households → Prioritize able-bodied workers (18 – 59); do not exclude on basis of gender as gender-sensitive CFW activities should be proposed by municipality; consider child-care responsibilities
- Selection of supervisors, based on: → specific skill-sets for proposed projects; to be proposed by CFW staff. In specific cases, some skilled workers with these technical skills may not meet the vulnerability criteria but should nevertheless be included (maximum 5% of beneficiaries)

Ensure that all CFW participants sign the ‘CFW beneficiary agreement’ and all supervisors sign the ‘CFW Supervisor Agreement’.

- Clarify that workers are committing to working for full 30 days (10 days a month for 3 months) before they sign the agreement

Documentation

- CFW Supervisor Agreement
- CFW Beneficiaries Agreement

Accountability and communication

Need to communicate clearly about project, including specifics relating to: project conditions, timeframe and required work days and hours, wage daily rates.

Accountability tools:

- Project info sheet to be shared with municipality
- MoU sheet to be clearly explained and understood with municipality
- Regular follow-up sensitization and explanation of the project during project visits
- Setup of a mobile helpdesk and complaints/suggestion

Technical supervision and monitoring

Overall accountability for the CFW activities is the responsibility of the municipality, with the oversight of the ACF staff. If the project requires specific technical input, the municipality will be responsible for the quality of this work and liable for any consequences. The ACF is also responsible for ensuring that the necessary tools and materials are provided for the planned works.

The supervisors are responsible for overseeing the daily work and for communication with CFW staff. As per the 'CFW Supervisor Agreement', the specific monitoring responsibilities of the supervisor are as follows:

- Daily attendance sheet (specifying any absences and the reasons behind them, and ensuring employees are abiding by the working hours agreed on -6 hours a day)
- Manage the equipment and tools and their maintenance, and ensuring their storage, in coordination with the municipality
- Write weekly reports on the progress of the project, the challenges faced, and the proposed solutions
- Be prepared to provide all requested documents and information to ACF at any time
- Report any case of fraud to CFW staff (workers not attending, problems on site)
- Complete the 10 working days per month
- Communicate with ACF field staff:
 - o Minimum once/day (for an update on progress of work)
 - o Immediately in case of any incident

The responsibilities of ACF are as follows:

- Monitor the progress of the project and provide the needed information and support
- Provide necessary forms (attendance sheets, weekly report form, and beneficiary complaint form)
- Provide timely payments to supervisor and all workers at the end of every cycle

Other considerations to be clarified with municipality:

- Training requirements ☑ should be built into if it is necessary during the work commences
- If beneficiaries withdraw from CFW activities during programme → Priority is to identify another household member who can participate instead; otherwise household should be replaced
- Storage facilities for equipment & tools
- Responsibility for management of the materials and of rubbish/other side productions of the Labour-based activities
- Municipality to submit monthly narrative reports, detailing progress on the activities.

Documentation

- CFW attendance sheet
- Public works monitoring form

Payment modalities

Payment of workers:

- Refer to 'CSC Roles & Responsibilities' document
- Specific considerations:
 - Ensure to complete the necessary payment arrangements during the 2nd week of each month's work period, so that the cards can be loaded as soon as the monthly work has been completed
 - If participants do not complete the ten days of work (according to attendance sheets, and supervisor appreciation) → Finance to inform CSC on the specific days to be paid by the end of the month
 - If participants leave the CFW scheme before it is completed → Launch new card activation process; Add new beneficiary to next card loading request

Monitoring of CFW

- Post-Distribution Monitoring (PDM) should be conducted in line during the project implementation
- Focus group discussions should be held with beneficiaries. These should aim to capture issues relating to community perception of the CFW project.
- CFW staff should document the CFW activities through photos, film and case studies

Ending CFW interventions

- ACF should agree the following in writing with the Municipality:
 - Responsibility for the maintenance of the project after the end of the grant
 - Proposed use of the tools and equipment at the end of the project
 - If appropriate (depending on the type of activities), a community-led event closing event should be organized