

Annex 1 TOR template

Terms of reference

- **[country name] - WFP/UNHCR Joint Assessment**

Date: mm-yyyy

Background

This section aims to summarize the humanitarian context of the displaced population of concern for the assessment and recaps relevant policy, legal as well as assistance provided by UNHCR, WFP and other organizations that have impacted the overall welfare of the population of concern.

UNHCR and WFP's joint collaboration and any key strategic agreements that have an influence on the objective and scope of the assessment need to be covered in this section as well.

I. Objectives

This section outlines the strategic/programmatic and specific objectives of the assessment. Examples include:

- To monitor refugees' food security and basic needs, income and livelihoods, primary protection concerns, economic capacity outcomes as well as vulnerability levels;
- To gain insights on targeting/prioritization implementation and particularly its impact on eligibility groups whose assistance has been affected due to the targeting approach;
- To inform protection concerns, targeting effectiveness, eligibility criteria, and potential adjustments in the targeting approach;
- To inform livelihood joint programmatic activities that contribute to the self-reliance of forcibly displaced populations.

III. Methodology

This section summarizes the most key agreements and arrangements on the technical components which crucially determine the quality of the assessment. Sub-sections should include but not limited to:

- Sampling
- Survey methods (paper-based, mobile-based, etc.)
- Research method (quantitative, qualitative, or mixed)
- Enumerator training arrangement
- Data quality assurance arrangement
- Data collection and arrangement for analysis plan
- Data sharing agreement

IV. Budget

This section aims to provide a comprehensive catalogue of all the activities and related cost for efficient joint planning and division of responsibility.

Example of a budget table

Activities	Qty	Days	Unit cost (USD)	Total cost (USD)	Total cost (USD)*
Enumerator Wages	Enumerator Wage-12 days data collection, 3 days travel				
	Team leaders wage -12-days data collection, 3 days travel, 2 days for pilot survey				
Enumerator training	Venue				
.....					
TOTAL					
7% CONTIGENCY					
GRAND TOTAL					

V. Timeline

Tasks	Deadline	Lead Agency to coordinate	Technical focal point
HH questionnaire finalization			
HH survey sampling finalization			
Pre-survey community sensitization			
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