



## **Standard Operating Procedures (SOPs)**

### **Cash-Based Interventions for Shelter and NFI**

**Shelter/ NFI/ CCCM National Cluster, Myanmar**  
**April 2025**

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## 1. INTRODUCTION

Following the [Shelter-NFI Cash and Voucher Assistance Initial Guidance](#) developed by the national cluster in December 2023, there is a need for SOP to provide more clarity on cash distribution and to assist the cluster partners for cash-based interventions related to shelter and NFI assistance. Therefore, this SOP is developed with the aim to support partners as a reference for the implementation of cash for Shelter and NFI assistance. These SOPs outline the systems, responsibilities, and critical actions for implementing cash-based Interventions of cluster partners in Myanmar. These SOPs deal with the feasibility, set-up, implementation, and monitoring phases of the project cycle for cash disbursement for sectoral cash (Cash for Shelter and Cash for NFIs). The SOPs guide both cash transfers delivered by cluster partners and those by financial service providers on the basis of partners' assessment. They do not cover any pre-implementation activities (e.g., assessment, response analysis, etc.).

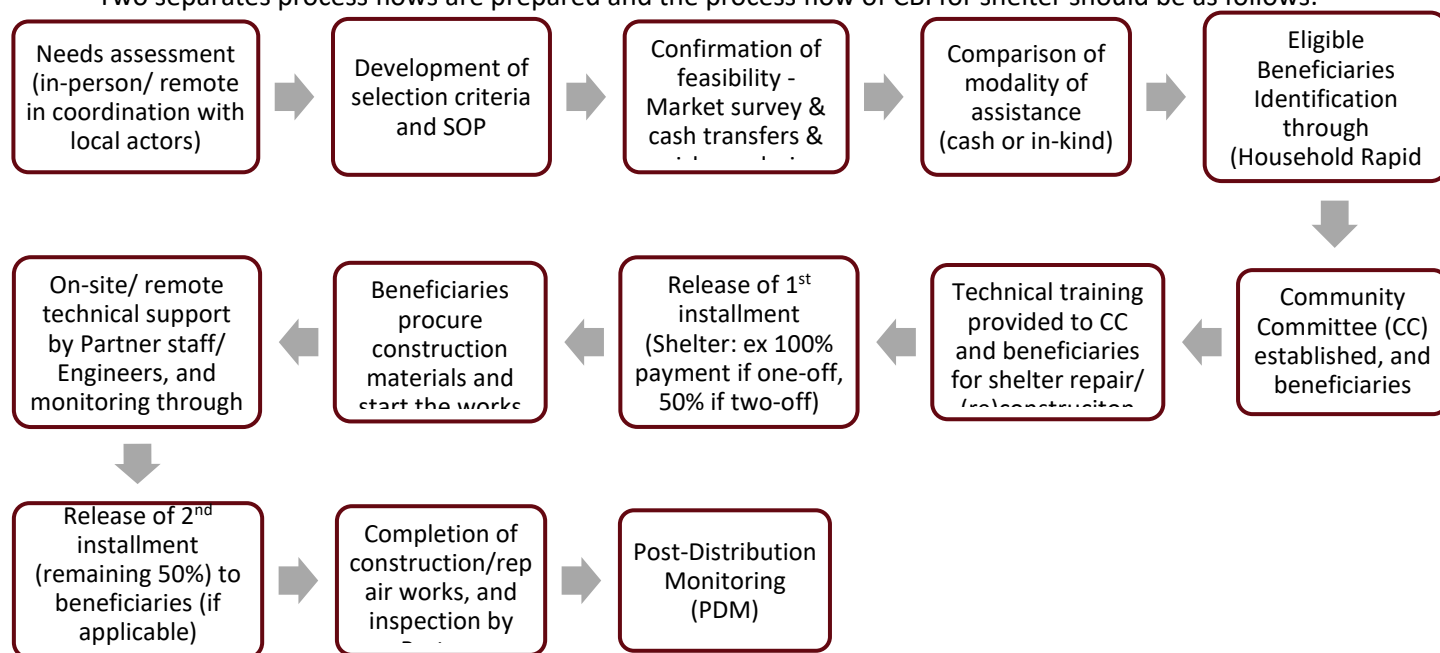
The identification and the prioritization of the geographic location and need for sectoral (shelter and NFI) cash must be conducted prior by each partner in coordination with the sub-national cluster coordinators to have collective understanding of the objective and outcome of the intervention. The selection methodology and scoring system to identify the beneficiaries of the Shelter and NFI cash assistance are also included in the SOP to help partners identify and select the beneficiaries effectively, properly, and correctly. In all cases, technical recommendations by the shelter cluster about the type of shelter and shelter construction are complementary to the guidance proposed in this document.

Date initial SOPs drafted:	Click or tap to enter a date.
Date(s) of SOP revision / approvals:	Click or tap to enter a date.
Reason for revision and significant changes made:	
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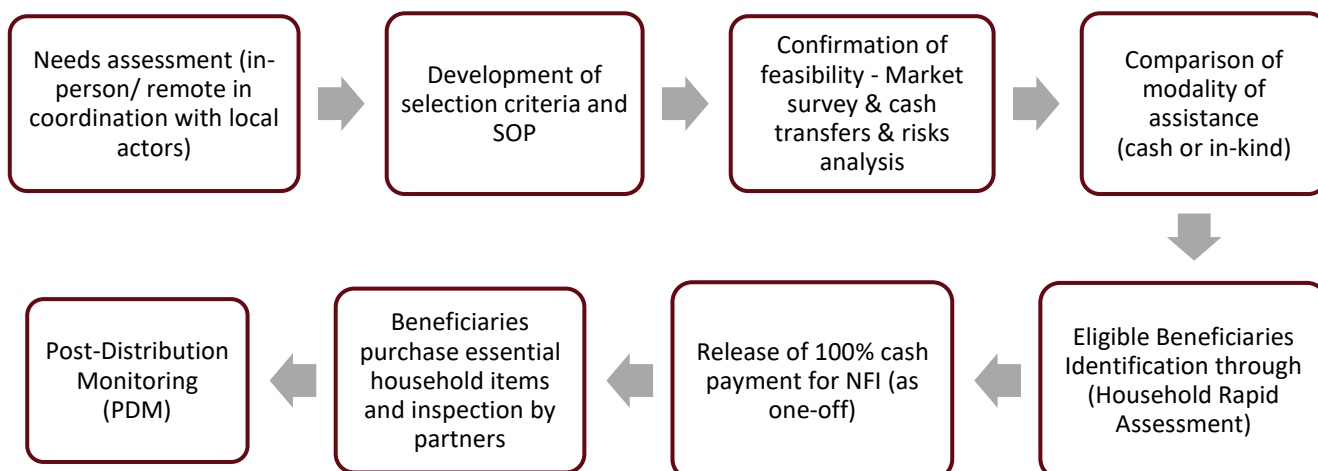
The latest version of SOP should be abided by until a new version is approved. The standard duration of validity is 2 years unless an earlier revision is needed due to the occurrence of significant changes.

The SOP is reviewed by Global Shelter Cluster, National Shelter/NFI/CCCM Cluster and cleared by the Strategic Advisory Group (SAG). Technical support from the Cash Working Group in Myanmar is requested.

Two separates process flows are prepared and the process flow of CBI for shelter should be as follows:



Whereas the process flow of CBI for NFI should be as follows:



## 2. SELECTION CRITERIA, TARGETING, AND SCORING SYSTEM

### 2.1 Selection methodology

The selection methodology for the beneficiaries of shelter and NFI assistance should follow 4(four) basic stages as set out and explained below.

#### A. Needs Assessment

Cluster partners conduct a comprehensive needs assessment (either home visit or remote assessment) to identify the most vulnerable populations related to shelter and NFI, prioritizing households with pregnant and lactating women, children under five, elderly, and persons with disabilities.

The assessments should detail the need(s) for cash for shelter, age, gender and diversity (AGD) (family and household members), type/duration of displacement, socio-economic conditions, protection vulnerability and risks, community/family support, possible assistance by others and prospects for solutions (to name a few). They should also have some technical/ construction information, availability of local market, labour needs, required workforce when applicable, etc.

Specific security risks are important as well as the specific needs and the family composition. The assessments should strive to identify and document other forms of assistance received (what, when, from whom) and how will the monitoring be ensured. Rapid market assessments are obligatory, and the cash distribution must be recorded accordingly (refer part 3 below).

All relevant data/information related to the vulnerability of households should be gathered through surveys, focus group discussions, and key informant interviews.

The needs must be confirmed through coordination to avoid the duplication of the assistance and ensure the most acute needs are addressed in priority.

#### B. Setting of Eligibility Criteria

- Cluster partners should follow the eligibility criteria which are widely explained in detail below in part [2.2 Eligibility criteria for shelter and NFI](#). The vulnerability indicators for the eligibility criteria should be based on:

- Type of population and displacement status
- Household income level
- Households with Persons with Specific Needs
- Households with Persons with Disabilities
- Level of shelter damage
- Exposure to protection risks

### **C. Community Engagement**

- Cluster partners should engage with community leaders and members to form a Community Committee (CC) and to validate the selection criteria for the cash for shelter and NFI assistance.
- Cluster partners are encouraged to ensure transparency and community involvement in the selection process.

### **D. Beneficiaries Selection Process**

- In close collaboration and coordination with the CC, cluster partners should first cross-check to verify the eligibility of beneficiaries.
- To ensure consistency, cluster partners jointly with the CC should then identify and select the beneficiaries for the shelter and NFI assistance in a consensus.
- To ensure the selection criteria are well understood among the community, it needs to be well communicated among all, and feedback mechanism must be in place.

### **2.2 Eligibility criteria for shelter and NFI**

Selection criteria for the cash for shelter covers different elements such as the displacement status, the shelter conditions, the economic vulnerability, and the capacity of the target population to build their own shelter upon receiving cash (and voucher) assistance. For the NFI, the selection of the beneficiaries will be set-up depending on the objective of the program and the need of the targeted population (first displacement or replacement of items).

Due to limited funding sources in Myanmar and for the effective and proper selection of beneficiaries, the beneficiaries must fulfill the below **basic eligibility criteria** to be eligible for selection at the first stage. And then, by assessing the vulnerability at the second stage, the extremely vulnerable households according to the People with Specific Needs criteria will be prioritized.

#### **Basic Eligibility Criteria:**

Households that meet the following criteria shall be eligible for cash for shelter and NFI assistance. However, the partners may seek support and guidance from relevant Protection Units internally or externally from the Protection Cluster to reinforce and adjust the following eligibility criteria if necessary.

- a. **Crisis affected (conflict and climate):** Household or individual affected by the crisis such as IDPs, returned, resettled, locally integrated, non-displaced stateless, and other crisis-affected people with humanitarian needs.
- b. **Financial position:** Household doesn't have the means to build/rebuild/repair their shelter on their own.
- c. **Disability status:** Household having persons with disabilities (physically or mentally).
- d. **Female headed households**
- e. **Elderly or child headed households**
- f. **Support from other sources:** Households that did not receive/are not receiving shelter and/or NFI assistance from another source.
- g. **HLP:** Whenever applicable, do check and verify HLP documents to avoid eviction incidents.
- h. **Level of shelter damage:** Households' conflict or climate affected that have their houses totally destroyed or partial damage. This requires partners to verify case by case the level of damage:

<b>Totally destroyed: more than 50% damage</b>	<b>Partial damage: minor to moderate damage</b>
1. Completely burned/ collapsed 2. House leaning unsafe to occupy 3. Collapsed roof 4. Structure mostly missing	1. Safe structure with wall missing or incomplete 2. Safe structure with roof missing or incomplete 3. Roof not protecting from the rain 4. Doors and windows missing

To enhance the feasibility of cash assistance (and voucher assistance if applicable), it is crucial to do a brief analysis by answering the nine core criteria set by the cluster in its [Shelter-NFI CVA Initial Guidance](#). It is also critical to ensure protection principles and avoid exposing people to further harm as a result of cash assistance for shelter and NFI.

### **2.3 Targeting / prioritization**

For shelter and NFI cash assistance, it is necessary to target the most vulnerable households as per the following priority groups identified during the selection process. To mitigate the potential risk of aid diversion and misuse of sectoral specific cash assistance by the beneficiaries, it is also crucial that the beneficiaries are in dire need of shelter and NFI for their households.

#### **Priority Groups<sup>1</sup>:**

- Child-headed household:** A household headed by a person below the age of 18 who is left without any adult to care for him/her (i.e., an unaccompanied child) and therefore assumes responsibility of a head of household.
- Child at risk:** A boy or girl below 18 years old who meets any of the following criteria: unaccompanied or separated child; child parent; child carer; early marriage; teenage pregnancy; not attending school; child with special education needs; child in conflict with the law; child associated with armed forces/groups; child at risk of exploitation, abuse and neglect.
- Woman at risk:** Woman of 18 years old or above, who is facing protection risks because of her gender. This code should be used in conjunction with other specific need codes, and which includes single women facing protection risks, single mothers or caregivers (SP), elderly women (ER), women with disabilities (DS) etc.
- Older person at risk:** 60 and above: single older person without family; older person unable to care for self on a daily basis and lacks any family/community support; older person who is the sole caregiver of children; etc.
- Single Parent/Caregiver:** Single person of 18 years or above with one or more dependents, including biological or non-biological children, or other dependents (such as an older person). The single parent/caregiver is both the primary income earner and/or caregiver.
- Person with disability:** Persons with disabilities which significantly limits ability to function independently, including physical disabilities, mental disabilities, visual disabilities (including blindness), hearing disabilities (including deafness) and speech impairment.
- Individual with serious medical condition:** Serious medical conditions, life-threatening medical conditions that require life-saving assistance (such as medical referral or provision of nutritional and non-food items) and mental illnesses that significantly limit the ability to function independently.

### **2.4 Scoring system**

The scoring criteria for shelter and NFI cash assistance are based on a number of factors such as household income level, number of dependents, disability status, single headed household, elderly or child headed household, damage to shelter, etc.

Following the scoring criteria, final calculation of scores for each household is done by summing the weighted scores of all criteria. And then, the vulnerability of each household will be ranked based on their final scores to prioritize cash assistance for shelter and NFI in the relevant areas.

<sup>1</sup> UNHCR - Guidance on the Use of Standardized Special Needs Codes

Once the final ranking is done, the partners should review the final list of selected beneficiaries together with the Community Committee for final decision. The approval should be obtained from all relevant stakeholders before disbursing the assistance.

The score card which is prepared by following the scoring criteria is annexed (Annex 4) to this SOP for the calculation of scores for potential beneficiaries of the cash assistance. However, the score card annexed can be the reference for partners and they shall have the flexibility to adjust the approach to various other factors and shall have the autonomy to develop their own scoring system and tools as they wish.

### **3. FEASIBILITY AND DECISION OF USE OF CASH TRANSFERS**

The feasibility to use cash transfer to implement a shelter project should be confirmed through a market analysis (to ensure critical items are safely available and that cash injections will not do harm to other market actors by causing inflation or disappearance of stock) & community surveys (to understand what is the preferred modality of assistance of the population), as well as an assessment of the capacities to transfer cash securely and on-time. It will be particularly important to assess the availability of the shelter materials at local markets that are accessible; and to verify that availability of liquidities in a context where many constraints exist in country to transfer cash. In addition, a risk analysis should be developed including required mitigation measures.

The scope and the resources required for the study will heavily depend on the design of the project (ex. type of shelter), the context of intervention (perception of local authorities, access to financial services, etc.), the location (access to markets), etc.

The decision to use cash (in opposition to in-kind) should be based on different criteria such as market conditions, people's preference, value-for-money, speed of response, impact on the targeted population and the wider host community. Because it is a preferred option and only possible and feasible approach in most areas in Myanmar, cash transfer should be considered as a default modality of assistance for ES/NFI to increase the effectiveness of the intervention, promote impacts on the local economy.

The cluster will promote the sharing of information and lessons between partners to support the analysis of feasibility and comparisons, based on pilots implemented and monitoring done.

### **4. TRANSFER VALUES AND FREQUENCY OF PAYMENTS**

#### **4.1 Cash transfer**

Assessment and analysis at local level about essential needs of the affected population and local market prices will define the transfer value. The transfer value for each shelter and NFI assistance is provided below in each relevant session serving as the ceiling limit amount to which partners should respect and follow the ceiling amount when preparing relevant bill of quantities (BoQs), or to the NFI kit contents. The value depends on a range of factors such as region, response phase, type of assistance required, access to markets, local market prices, inflation rates, specific needs and so forth as it must be analyzed case by case. However, bill of quantities is available below for respective shelter and NFI assistance that can be considered as reference when calculating it.

The Multipurpose Cash Assistance (MPCA) is updated bi-annually by the Cash and Markets Working Group (CMWG) and at the time of writing this report stood at MMK 360,000 per household per month. Since MPCA is tailored for basic needs (based on the [minimum expenditure basket](#)), shelter partners may consider adopting a "Cash Plus" model where MPCA is provided for immediate needs – which are often related to food, medicine and debts – in addition to shelter CVA. This approach is likely to yield better shelter-specific objectives because the affected population will be able to satisfy their basic needs first and subsequently more able to focus on shelter with the sectoral CVA top up.

Whenever possible, shelter cluster partners should aim to set up mobile money transfers. These are largely possible in urban areas and present considerable advantages: they are quicker and safer than other options.

If mobile transfers are not possible due to connectivity and/or lack of mobile phones, shelter partners should consider cash in hand/envelope (Direct cash) or Cash Over the Counter (OTC) using Financial Service Provider – FSP (albeit much limited) or agents/shops contracted by the partners. The OTC method is much safer for partners as they outsource the risk of cash delivery from the organization to private sector agents that are specialized in this sort of service.

Mobile money transfer is considered as the best option for cash assistance followed by Cash Over the Counter (OTC). However, cash in hand/envelope will be the default option where a specific location is not covered by the FSP or is a preferred option of beneficiaries, or where a serious risk of data protection violations and security context prevails.

Cash distributions in the field shall be planned & conducted by the cluster partner in coordination with Community Committee/ leaders and beneficiaries. Distribution plans prepared by the partner should be shared with all community leaders wherever security allows. Schedules will be posted in communal areas where it can be accessed by beneficiaries, or communicated by phone or through community volunteers, provided it creates no protection risks for the community, and partner staff.

The cash for shelter assistance should be underpinned by assessment of the living condition of the recipient, as well as after assurance of availability of such materials in the local market and accompanied by technical construction guidance to the families or rented accommodation if living with a hosting family. It is vital for partners administering these grants to have local engineering or construction expertise available for technical advice and assessments to beneficiaries and staff on the ground.

Three types of CBI for shelter assistance are recommended below. Based on assessments, design, and technical recommendations, there could be deviations with due justification.

#### 4.1.1 Cash for emergency shelter

This cash assistance will be used in **emergency for lifesaving shelter needs, immediate temporary response** to affected populations in new or secondary displacement who may not be able to fully achieve all shelter conditions. And it is limited to one time distribution upon documented rapid assessment. The following cost is estimated based on Yangon area and is subject to change according to local market prices.

Outcome	Wellbeing and basic needs
Objective	Emergency Shelter
Population Types	<input checked="" type="checkbox"/> IDPs <span style="float: right;"><input checked="" type="checkbox"/> IDPs stateless</span> <input checked="" type="checkbox"/> Returnees/Resettle/Locally integrated <span style="float: right;"><input checked="" type="checkbox"/> Non-displaced Stateless Population</span> <input checked="" type="checkbox"/> Other crisis affected Population (including host communities)
Start date and expected duration	01/04/2025 to 31/03/2027 (2 years)
Expected number of payments and frequency	One-Off (100% payment upon 1 <sup>st</sup> release of installment)
Expected transfer value(s)	500,000 ~ 700,000 MMK per emergency shelter – see Annex 2a & 2b just for reference only. (Partners shall follow the transfer value of ES kit localized at their respective hubs/regions and any cost variations)

	beyond the price range mentioned can be discussed and addressed at relevant sub-national TWG.)
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#### 4.1.2 Cash for shelter repair

This cash assistance will be used to assist people to repair or renovate shelters in prolonged and protracted displacement of **more than six months** or for **people returning to their homes and/or people locally integrating elsewhere** as a two-time distribution. It is intended to attain minimum living condition standards and to prevent human suffering from substandard and/or hazardous conditions by improving existing partially damaged shelters ensuring a safer living space, privacy, and a safe place for the beneficiaries to reside that will protect them from external elements. The assistance should be provided together with training, a way to guarantee the quality of work.

**Types of repairs:** There are two types of shelter repair to be considered, depending on the condition of the shelter.

- Partially damaged = Moderate Repairs
  - Collapsing of surrounding wall
  - Cracking of shelter walls or ceiling
  - One side of wall or part of wall collapsed
  - Serious leakage of roof (entire roof may need to be replaced if funds are available)
  - Damage of roof beams
  - Damage of posts/columns
- Minor damages = Minor Repairs
  - Damage of door, windows, (and their glass if relevant)
  - Absence of doors and windows
  - Damage of roof drains,
  - Minor leakage of roof
  - Minor damage of beams and posts/column (only a few numbers need to be replaced)

Outcome	Wellbeing and basic needs
Objective	Shelter Repair
Population Types	<input checked="" type="checkbox"/> IDPs <span style="float: right;"><input checked="" type="checkbox"/> IDPs stateless</span> <input checked="" type="checkbox"/> Returnees/Resettle/Locally integrated <span style="float: right;"><input checked="" type="checkbox"/> Non-displaced Stateless Population</span> <input checked="" type="checkbox"/> Other crisis affected Population (including host communities)
Start date and expected duration	01/04/2025 to 31/03/2027 (2 years)
Expected number of payments and frequency	Two installments for both minor and moderate repair assistance (A. 50% payment upon 1 <sup>st</sup> release and B. 50% payment upon 2 <sup>nd</sup> release at 50% completion of the work)
Expected transfer value(s)	<u>1,500,000 MMK</u> per household for moderate repairs assistance. <u>800,000 MMK</u> per household for minor repairs assistance.

**Cost:** The value for moderate and minor repairs should not exceed the given ceiling amount of transfer values respectively. The payment to the beneficiaries will be two-time for both minor and moderate repair assistance. Partners shall develop the detailed BoQ for each repair type using locally available construction materials and the amount should not exceed the thresholds mentioned. In case the repair needs are estimated at significantly lower cost, partners can and should reduce the cash amount based on the actual BoQ developed.

#### 4.1.3 Cash for shelter (re)construction

This cash assistance will be used to assist people to attain conditions to return to their homes or to locally integrate elsewhere by (re)constructing transitional shelters either as a two-time distribution. It can be provided for the purpose of creating longer lasting living conditions through shelter improvements along the minimum living conditions standards. The assistance should be provided with training as a condition to receive the assistance and a way to guarantee the quality of work.

Outcome	Wellbeing and basic needs
Objective	Shelter (re)construction
Population Types	<input checked="" type="checkbox"/> IDPs <span style="float: right;"><input checked="" type="checkbox"/> IDPs stateless</span> <input checked="" type="checkbox"/> Returnees/Resettle/Locally integrated <span style="float: right;"><input checked="" type="checkbox"/> Non-displaced Stateless Population</span> <input checked="" type="checkbox"/> Other crisis affected Population (including host communities)
Start date and expected duration	01/04/2025 to 31/03/2027 (2 years)
Expected number of payments and frequency	Two installments (A. 50% payment upon 1 <sup>st</sup> release and B. 50% payment upon 2 <sup>nd</sup> release at 50% completion of the work)
Expected transfer value(s)	3,500,000 MMK per household for shelter (re)construction assistance (17.84m <sup>2</sup> per shelter)

**Cost:** The lump sum estimated threshold amount for (re)construction assistance as two-time off payment is given in the table serving as the ceiling amount of transfer value. Partners shall develop the detailed BoQ for shelter (re)construction using locally available construction materials with local market prices. However, the amount should not exceed the thresholds. In case the (re)construction needs are estimated at significantly lower cost, partners can and should reduce the cash amount based on the actual BoQ developed.

IEC materials to be disseminated along with shelter assistance and training are as follows;

IEC Material: **Better Tarpaulin Installation; Better CGI Installation; Strong Structure, joints and connections-, Strong and elevated foundations-, Safe Shelter Awareness Booklet, Bamboo for Disaster Risk Reduction**

#### 4.1.4 Cash for NFI

Cash is used as a replacement for in-kind NFI and is calculated on the basis of the actual market price in the area for the equivalent items required by the community. This requires localized market assessment prior to each distribution as the price of items varies from one location to another.

Outcome	Wellbeing and basic needs
Objective	Non-Food Items
Population Types	<input checked="" type="checkbox"/> IDPs <span style="float: right;"><input checked="" type="checkbox"/> IDPs stateless</span> <input checked="" type="checkbox"/> Returnees/Resettle/Locally integrated <span style="float: right;"><input checked="" type="checkbox"/> Non-displaced Stateless Population</span> <input checked="" type="checkbox"/> Other crisis affected Population (including host communities)
Start date and expected duration	01/04/2025 to 31/03/2027 (2 years)
Expected number of payments and frequency	One-off (100% payment upon 1 <sup>st</sup> release of installment)
Expected transfer value(s)	Differs based on assessment, local market prices and items/numbers.

	Est: 600,000 MMK per household (5 people) for NFI assistance – see Annex 3 just for reference only.
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**Cost:** The estimated amount for NFI assistance with minimum required items as one-time off payment is given in the table which serves as reference to guide on the values. Partners will update BoQ based on the local market prices for each item.

#### **4.2 Frequency of payments**

The frequency of payment can be one-off or staggered as it is based on the project objective, security (for recipients and for those delivering the transfer), recipient preferences and cost-efficiency.

Due to the current complexity of rental subsidies in areas of intervention, this version does not focus on the rental market.

### **5. EXIT STRATEGY**

Given the extremely high levels of vulnerability among the beneficiary population, particularly IDPs, stateless people, host communities, an immediate exit strategy for Cash-Based Interventions (CBIs) is not currently feasible. The cluster partners should remain committed to addressing urgent humanitarian needs and ensuring that vulnerable populations receive the necessary support to meet their needs for shelter and NFI and maintain dignity.

As part of 2025 cluster strategy, the cluster will first focus on life-saving activities for IDPs, returnees, stateless, and other crisis affected people and then to gradually shift its focus on supporting displaced people to achieve shelter durable solutions considering the voluntarily return, in safety and with dignity, to their homes or places of habitual residence, or to resettle voluntarily in another part of the country, or to locally integrate.

Therefore, the cluster and its partners will ensure that any exit strategy aligns with the broader goals and the evolving needs of vulnerable groups. Until then, CBIs will remain a critical tool in addressing immediate and urgent needs.

### **6. MONITORING AND EVALUATION**

#### **6.1 Monitoring and Evaluation (M&E)**

Shelter Cash (and Voucher) Assistance requires rigorous monitoring and evaluation to ensure project outcomes as well as fathoming intended and unintended impacts in market systems and/or social dynamics. During the implementation and monitoring phase, a high level of activity must be undertaken by shelter technical staff to ensure technical aspects are addressed.

- When appropriate and possible, technical monitoring must be implemented during the implementation of the project, not only to support the beneficiaries and ensure technical standard are followed; but also to validated second cash installments when they are integrated to the design as a mitigation measure to the risk that the use of the grant is diverted from its objective.
- When cash transfers are used to address sectoral objectives, such as shelter and NFI, cash related cluster additional indicators should be added to the partners' PDM template to cover cash transfers & basic needs in general. The additional indicators must look not only at the achievements toward the objectives (ex. Shelter construction & quality) and the coverage of needs (ex. Type and quantities of NFI owned), but also to indirect impacts (ex. Improved shelter, health, etc.) and the specific risks identified (ex. Negative impacts on market availability and price, quality shelter, etc.). Cluster partners in collaboration with sub-national cluster coordinators can review if the key indicators need to be added.

It is recommended to integrate CVA monitoring into existing monitoring systems considering the following aspects:

<b>Market</b>
• Are the marketplaces still functioning with available items?
• Do beneficiaries still access marketplaces with available items?
• Is the transportation functioning as anticipated in the project design?
• Is there a relevant impact on the market such as significant price increase in short period of time?
<b>Quality</b>
• Adequate construction techniques are being applied?
• Is the material still meeting the technical specifications as part of the project design?
• Do beneficiaries have access to related project skill labour?
• Verify the progress, provide technical assistance, clarifications of the activity, participate in inspections.
• Validate the conclusion, ensure the handover, documentation, and contracts.
• Apply the post-distribution monitoring and complement with focused group discussion.
<b>Adequacy and Risk</b>
• Has the beneficiary been consulted or able to provide feedback?
• Were the mitigation risks applied effective?
• Any identified risk during the risk assessment were faced during the implementation?
• Any new or unforeseen risks faced during the implementation? If so, how it was mitigated?

In addition, partners should also collect audio-visual evidence of the shelters before and after the assistance (when feasible and in a secure manner and only if voluntarily agreed by the HH).

## **6.2 Post Distribution Monitoring (PDM)**

For cluster partners, Post Distribution Monitoring activities and questionnaires can be based on User Guidance “Post Distribution Monitoring for cash-based interventions in UNHCR operations” – see Annex 5 and aligned with the Cash Working Group where relevant. Partners should aim to conduct at least one PDM exercise for each CBI type per year. A PDM service provider/partner is responsible to lead/implement the monitoring activities and a clear plan of PDM implementation per area/program is annually developed.

## **7. COORDINATION AND REPORTING**

The coordination with Shelter-NFI-CCCM cluster level plays a vital role through technical information and data, identifying the gaps, avoiding duplication, decision making and optimizing organizational resources.

Partners’ participation in technical discussions, taskforces, surveys are critical to improve the quality/strategy of the sectoral response, as well as potentialize the use of resources and initiatives available for more effectiveness.

Reporting to the cluster is important to enhance the coordination, thus shelter-NFI partners must report the Cash/Voucher Assistance for Shelter/NFI to the Shelter-NFI-CCCM cluster through the coordination hubs on the quarterly 3W, 5W, the Myanmar Humanitarian Update (MHU), other relevant channels.

## **8. PROTECTION CONSIDERATIONS IN SHELTER AND NFI ASSISTANCE**

Considering the general political and security context in Myanmar as well as the market volatility, the modality of assistance delivery will be dependent on the operational context of each location. And assessment by cluster partners will be conducted prior to intervention.

The cluster and its partners ensure that protection risks affecting cash recipients are proactively identified and mitigated through robust mechanisms, including protection monitoring and post-distribution monitoring (PDM). The protection of persons of concern, particularly those with specific needs or vulnerabilities, is a key aspect of the cash assistance program. To ensure inclusivity and mitigate protection risks, detailed measures are outlined in the mandatory **Annex 1** of this SOP. This annex provides a comprehensive overview of potential risks and corresponding mitigation strategies, serving as a reference point for addressing protection challenges

throughout the CBI distribution cycle. This annex must be regularly updated to ensure analysis takes into consideration the latest developments and to ensure key risk & mitigation measures are in place.

For people with **specific Protection needs, arrangements** to enable access to assistance in general and to cash distribution in particular are necessary. Cluster partners will identify persons with accessibility issues to be prioritized during distribution. Partners will undertake necessary arrangements to deliver the cash to the specific locations of these IDPs or to authorized people (Alternate collector) and communicate any concerns at the time of data collection to the cluster for cash delivery (direct cash/ through FSP). In such cases, it is necessary to collect the consent from both the targeted person and the identified alternate cash collector prior to the finalization of the distribution plans/lists.

To ensure accessibility and safety, partners will ensure cash and cash distribution points are strategically located in areas that are easy to access and secure, especially for women, children, and persons with limited mobility. Measures will be implemented to prevent overcrowding and provide a safe environment for cash withdrawals, reducing the risk of harm or exploitation.

For sectoral programs in general and for **shelter and NFI CBIs** in particular, the cluster and its partners must ensure that specific related risks are analyzed, and mitigation measures are identified and set-up prior to implementation. The risk matrix proposed in annexes must be reviewed with the key following risks, or any other identified:

- Access to assistance for people with disabilities
- Access to items and labor force
- Negative impacts on markets (availability & prices)
- Diversion assistance for different purposes from the objective
- Quality of constructions – standards
- Field access for staff – monitoring capacities

Specific mitigation measures must be reviewed, such as field presence, delivery in batches, community/peer/authority scrutiny, technical assistance, instalments, top-up, flexibility in the use of cash and synergies with other interventions. Besides, close monitoring must be implemented to strengthen the implementation and ensure impacts are documented.

Post Distribution Monitoring (PDM) will include specific questions and indicators to assess the experiences of persons with specific needs, ensuring that their concerns are identified and addressed promptly. Feedback mechanisms will be in place to collect input from beneficiaries, allowing for adjustments to the distribution process as necessary. Additionally, FSP and cluster implementing partners will receive training to help them identify and support individuals with specific needs, enabling them to handle sensitive situations with care and professionalism.

## 9. SUSPENSION

Implementation and delivery of the Cash-Based Interventions (CBI) may be suspended, or cessation of CBI may happen where:

- Significant and widespread incidents of fraud and aid diversion.
- Conflict, natural disasters, significant market disruption occur that result in CBI programming proving non-feasible.
- Problems of insecurity linked to community tensions in the area of intervention.
- Problems of insecurity linked to an increase in crime, armed conflict, and disturbances of public order.
- Observations and evidence of very high protection risks to beneficiaries directly linked to the cash assistance.
- Prohibition of the use of the cash transfer modality by the government.

- An increase in protests, demonstrations, and conflicts related to the political situation.
- Observations or evidence of fraud and/or sexual exploitation and abuse committed by cluster partner, Financial Service Provider (FSP) staff or within the communities.
- Personal conduct in actions such as fraud or willful misconduct. Recipients on CBI programmes with conditions (cash for shelter, and cash for NFI) are ineligible for continued assistance where they fail to meet the conditions embedded in the programme design.
- Non-compliance with the code of conduct by cluster partner or FSP staff.
- Natural disasters, pandemics, or any other force major factors.
- Donor's request.

## **10.ANNEXES**

- Annex 1a – [Risk and Mitigation Matrix \(Cash for Shelter\)](#)
- Annex 1b – [Risk and Mitigation Matrix \(Cash for NFI\)](#)
- Annex 2a – [BoQ for cash for emergency shelter \(bamboo\)](#)
- Annex 2b – [BoQ for cash for emergency shelter \(lumber pole – timber\)](#)
- Annex 3 – [BoQ of minimum required items per NFI kit per household](#)
- Annex 4 – [Score card questionnaires](#), [Score Card for Shelter and NFI beneficiaries](#)
- Annex 5 – [UNHCR-CBI PDM Practical guidance and tools](#)
- Annex 6 – [Myanmar Basic Shelter and NFI kit Guidance](#)
- Annex 7 – [Shelter-NFI CVA Initial Guidance](#)
- Annex 8 – [STANDARD OPERATING PROCEDURE - Cash Distributions Myanmar \(2025\)](#)