

Research Terms of Reference

Mapping and Profiling of Communities in Rural Manteqas and Urban Nahiya in North and Northwest

Research Cycle: AFG2204

Afghanistan

[June 2022]

[Version One]

AGORA

1. Executive Summary

Country of intervention	Afghanistan						
Type of Emergency	X	Natural disaster		X	Conflict		
Type of Crisis	<input type="checkbox"/>	Sudden onset		<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/> Protracted	
Mandating Body/ Agency	NMoFA						
Project Code	02iAHT						
Overall Research Timeframe	07/06/2021 to 31/12/2022						
Research Timeframe	1. Start collect data: 21/05/2022			4. Data sent for validation: 5/1/23			
Phase 1. Community Mapping	2. Data collected: 17/08/2022			5. Outputs sent for validation: 20/2/2023			
	3. Data analysed: 30th/12/2022			6. Outputs published: 25/2/23			
Phase 2. Community Profiling	1. Start collect data: 13/12/2022			4. Data sent for validation: 5/1/2023			
	2. Data collected: 24/012/2022			5. Outputs sent for validation: 20/2/23			
	3. Data analysed: 30th/12/2022			6. Outputs published: 25/21/2023			
Number of assessments	X	Single assessment (one cycle): four phases of the same research cycle					
	<input type="checkbox"/>	Multi assessment (more than one cycle)					
Humanitarian milestones <i>Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	Milestone			Deadline			
	X	Donor plan/strategy			_ 30 th _ / _ 12 _ / _ 2022 _ _ _		
	<input type="checkbox"/>	Inter-cluster plan/strategy					
	<input type="checkbox"/>	Cluster plan/strategy			_ _ / _ _ / _ _ _ _		
	X	NGO platform plan/strategy			30th _ _ / 12 _ _ / _ _ 2022 _ _		
	<input type="checkbox"/>	Consortium: REACH, ACTED					
	Audience type			Dissemination			

Audience Type & Dissemination Specify <i>who</i> will the assessment inform and <i>how</i> you will disseminate to inform the audience	<input type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]	X General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) X Aid providing organizatinos, Development organizations, Agriculture organizations and Municipalities X Presentation of findings X Website Dissemination (REACH Resource Centre)
Detailed dissemination plan required	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
General Objective	To identify the local community unit in rural and urban Afghanistan as well as the associated local stakeholders, shared resources, and community make up, to inform a community-led development programme designed to improve inclusive local governance and local coordination mechanisms by leveraging the immediate and long-term local community needs and capacities.	
Specific Objective(s) Mapping	<ol style="list-style-type: none"> 1. To map new Manteqas¹ and Nahiyas in North west region (Samangan, Balkh, Jawzjan, Saripul and Faryab provinces) along with associated natural resources including water, agricultural land, pastures, and historical and community monuments, mosques, shrines, and parks. 2. To identify the key shared resources, history, and other criteria around which people consider themselves as part of a specific manteqa or nahyia. 3. To identify major stakeholders and community leadership involved in the overall management of communal resources, community infrastructure, and decision making in the assessed nahiyas and manteqaas. 4. To understand the key livilihoods systems upon which people rely and how they are managed including resources like pastures, rainfed and irrigated land, markets, labour markets, and goods and crafts. 5. To understand the role of women in the manteqa, both around resource management, community decision making, and leadership representation. 	
Specific Objectives of Profiling	<ol style="list-style-type: none"> 6. To document the presence of key infrastructure within each manteqa and nahyia, and its level of service access. 7. To understand the level of access to basic services like health, education, and water, and evaluate geographic disparities and their causes within each manteqa. 8. Identify the key stakeholders at sub-manteqaa and sub-nahyia level, and their presence in managing manteqaa resources. 9. To understand differences in access to key services by men and women, as well as major causes, in each manteqa and nahyia. 10. To identify key livelihoods and markets used within the manteqa/nahyia, and the crops and goods that are produced and traded. 	
Research Questions Mapping	<ol style="list-style-type: none"> 11. What are the territorial boundaries of percieved manteqas and nahiyas in North, North west. How are manteqas formed, linked and separeated from each other? 12. What factors contribute to the meaning or the creation of manteqa, including history, geography, shared resources (irrigation water, pastures, and land) or 	

¹ Definition of manteqa and nahiyas is in table 2 on page 9

	<p>management of shared resources? What factors give to the creation of the nahyias and gozars. Is it administrative management, municipal recognition, geographical, access and management of public services.</p> <p>13. Who are the major stakeholders at manteqa and nahyia level involved in the management of communal resources, community infrastructure, and decision making in the assessed nahyias and manteqas.</p> <p>14. What are the key livelihoods systems upon which people rely and how they are managed including resources like pastures, rainfed and irrigated land, markets, labour markets, and goods and crafts.</p> <p>15. What roles women play around resource management, community decision making, and leadership representation at manteqa and nahyia level.</p>
Research questions profiling	<p>16. What are the key infrastructures present within each manteqa and nahyia and to access their level of access.</p> <p>17. What is the level of access to basic services like health, education, and water. What are the demographic disparities and their causes within each manteqa.</p> <p>18. What are the key stakeholders at sub-manteqa and sub-nahyia level, and what are their roles in managing manteqa resources or services in nahyia.</p> <p>19. What are the differences in access to key services by men and women. What are major causes behind lack of access in each manteqa and nahyia.</p> <p>20. What are key livelihoods, markets, crops, and goods that are produced and traded.</p>
Geographic Coverage	<p>North region which includes Mazar/ Balkh , Jawzjan, Samangan, Saripul and Faryab. 138 estimated manteqas and 36 estimated nahyias to be mapped in all the above regions.</p>
Secondary data sources	<p>ACTED Sustained Rural development Program phase 4: manteqa profile Jawzjan", ACTED, August 2019.</p> <p>Agora: The notion of Manteqa: a case study of Eight Manteqas in Faryab province", ACTED, March 2022.</p> <p>Agora: Relationship between Manteqas and the newly created districts in Afghanistan – a historical perspective" ACTED, 2022.</p> <p>Area Based Response Assessment and Planning Framework, Afghanistan" Reach, February 2021.</p> <p>A survey of Kohistan district, Faryab province, ACTED. Unpublished, 2001</p> <p>Allan, Nigel J.R. "2003: Rethinking Governance in Afghanistan", in "Journal of International Affairs", 56.1, 193-202.</p> <p>Alden Wily, Liz. "Land Rights in Crisis: Restoring Tenure Security in Afghanistan." Kabul: Afghanistan Research and Evaluation Unit, 2003.</p> <p>Alessandro Monsutti, "Guerres et migrations : réseaux sociaux et stratégies économiques des Hazaras d'Afghanistan", (Neuchâtel: Editions de l'institut d'ethnologie – Paris : Edition de la maison des sciences de l'homme, 2004), 117</p>

		<p>Brick Murtashasvili, Jennifer. "Informal Order and the State in Afghanistan." Cambridge: Cambridge University Press, 2016. pp. 157-160</p> <p>Favre, Raphy. "Local Shura, Security and Development in Afghanistan." Addis Ababa: Aizon, 2006.</p> <p>Glatzer, Bernt. "War and Boundaries in Afghanistan: Significance and Relativity of Local and Social Boundaries." In <i>Welt des Islams</i> 41, no. 3, 379-399, 2001.</p> <p>"Informal Order and the State in Afghanistan." Cambridge: Cambridge University Press, 2016. pp. 157-160</p> <p>Katja Manuela Mielke, "(Re-)Constructing Afghanistan? Rewriting rural Afghans' Lebenswelt into recent development and state-making processes: An analysis of local governance and social order" (Bonn: PhD dissertation, Rheinischen Friedrich-Wilhelms-Universität zu Bonn, 2015) pp. 121-123</p> <p>Roussel, Frédéric; Caley, Marie-Pierre. <i>Les Manteqs: le puzzle souterrain de l'Afghanistan.</i> Unpublished, 1994.</p> <p>Reach Initiative: Area-Based Response in Afghanistan, February 2022</p> <p>Miakhel, Shahmahmood. "Understanding Afghanistan: The Importance of Tribal Culture and Structure in Security and Governance." Kabul: USIP, 2009.</p>		
Population(s)	<input type="checkbox"/>	IDPs in camp	<input checked="" type="checkbox"/>	IDPs in informal sites
<i>Select all that apply</i>	<input checked="" type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees
	<input checked="" type="checkbox"/>	Non-displaced (hosting)	<input checked="" type="checkbox"/>	Non-displaced (not hosting)
	<input type="checkbox"/>	Returnees	<input type="checkbox"/>	[Other, Specify]
Stratification <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical #: ~138 Mapping Focus Group Discussions for ~138 manteqas ² ~36 MFGDs for 29 nahiyas Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	Gender# ~138 Women Focus Group Discussions for ~138 manteqas ~36 WFGDs for 29 nahiyas Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Geographical #: ~ 516KIs for ~516 villages/settlements ~ Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 107 KIs for women and 516 KIs for men.

² MFGDs word is mostly used in the TOR by which we mean a specific Focus Group Discussion in which besides qualitative questions a digital map in our case a district and nahyia map is presented in front of the participants. The participants alongside answering the qualitative questions also map their own gozars and manteqas. As the projects are Area Based so mapping of the specific area is the priority and then community involvement.

Data collection tool(s)	X Structured (Quantitative)	X Semi-structured (Qualitative)
	Sampling method	Data collection method
Semi-structured data collection tool (s) # 1 <i>FGD with women in manteqas</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]	<input type="checkbox"/> Key informant interview (Target #):_____– <input type="checkbox"/> Individual interview (Target #):_____– <input checked="" type="checkbox"/> Mapping Focus Group discussion (Target #)≈138
Semi-structured data collection tool (s) # 2 <i>Mapping FGD with men in manteqas</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]	<input type="checkbox"/> Key informant interview (Target #):_____– <input type="checkbox"/> Individual interview (Target #):_____– <input checked="" type="checkbox"/> Mapping Focus Group discussion (Target #)≈138
Semi-structured data collection tool (s) # 3 <i>FGD with women in nahyias</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]	<input type="checkbox"/> Key informant interview (Target #):_____– <input type="checkbox"/> Individual interview (Target #):_____– <input checked="" type="checkbox"/> Mapping Focus Group discussion (Target #)≈36
Semi-structured data collection tool (s) # 4 <i>Mapping FGD with men in nahyias</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]	<input type="checkbox"/> Key informant interview (Target #):_____– <input type="checkbox"/> Individual interview (Target #):_____– <input checked="" type="checkbox"/> Mapping Focus Group discussion (Target #)≈36
Structured data collection tool # 1 <i>Profiling</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]	<input checked="" type="checkbox"/> Key informant interview (Target #)≈623 <input type="checkbox"/> Group discussion (Target #):_____– <input type="checkbox"/> Household interview (Target #):_____– <input type="checkbox"/> Individual interview (Target #):_____– <input type="checkbox"/> Direct observations (Target #):_____– <input type="checkbox"/> [Other, Specify] (Target #):_____–

Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT	<input type="checkbox"/>	UNHCR
	<input type="checkbox"/>	[Other, Specify]		
Expected output type(s)	<input type="checkbox"/>	Situation overview #: __	<input type="checkbox"/>	Report #: __
				X Profile #: ≈ 26 drafts of manteq profiles
	X	Presentation (Preliminary findings) #: 1 ()	<input type="checkbox"/>	Presentation (Final) #: __
			X	Factsheet#: 26 Manteq-a profiles
	<input type="checkbox"/>	Interactive dashboard #:_	<input type="checkbox"/>	Webmap #: __
			X	Maps #: ≈ 26 (Workstream 2)
	X	Datasets #: 4 datasets of Provincial profiling rural vs Urban		
Access	X	Public (available on REACH resource center and other humanitarian platforms)		
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
Visibility Specify which logos should be on outputs	REACH, ACTED, AGORA			

2. Rationale

2.1 Context

In the framework of the cost extension of the AGORA DLL project, IMPACT is taking the opportunity to develop a revamped research methodology approach to map out and profile community areas in Northern Afghanistan. This will act as a proof of concept and road map for ACTED and IMPACT to lead on area-based programming in this area and prepare the ground to implement this area-based profiling approach on a larger geographical scale in the near future. The research aims to identify the local communities, shared resources, and key stakeholders, in order to identify a more effective entry point for working directly with communities to foster community-lead development and encourage early recovery initiatives in Afghanistan. Following the mapping and profiling of each community, community leadership committees will be set up, and then engage to jointly develop community-based development plans based on building resilience within the community. These development plans will form a platform through which coordination can be fostered at the local level, and other organizations can work to support these communities at a localized level by advocating for and implementing the plans developed in the development plans.

Under the SRDP project, AGORA has been promoting and implementing a programmatic approach driven by Asset-based community development since 2018. Its programmatic components are thus planned around communities – referred to as manteqa in rural areas, and nahiya in urban areas – which are an informal form of consistent socio-territorial unit in rural areas, and a formal unit that discretely encompasses informal community units known as gozars, or neighborhoods, that are poorly understood by the aid system, and remained unmapped. IMPACT will inform ACTED's geographical targeting to build its programmatic framework around a relevant socio-spatial entry point through participatory manteqa mapping at a first stage. In a second stage, IMPACT will capture the specific characteristics and map out community-based assets through manteqa-based profiling.

2.2 Rationale

The area-based approach in rural Afghanistan uses the manteqa as the main socio-territorial unit, which corresponds to existing community social, economic, and cultural identities, based on our belief that manteqas constitute the right territorial entry point for both effective emergency and development interventions. Each manteqa comprises between 20 to 40 villages on average, and there are on average 2,6 manteqas in each district in the northwest. Villages or Community Development Councils (CDCs) which are made up of are too granular to constitute an efficient unit for area-based programming, while districts are too macro and heterogeneous in their demographic and geographic composition.

Between October 2018 and September 2019, the previous phases of the SRDP project allowed map out and profile 64 manteqas and published 41 *Manteqa Development Plans*. ACTED and IMPACT have conducted an in-depth review of the area-based research and programmatic achievements undertaken since 2018.³ It confirmed that the Manteqa-Based Approach is a context-appropriate way to plan and deliver aid in the context of rural Northern Afghanistan.

This requires the development of a set of tools that can effectively reflect the socio-spatial and economic reality of manteqa (rural) as well as nahyia (urban) on the ground, as defined by ACTED's paper *manteqa based rural development – an introduction* and ground-level pilot participatory mapping in urban areas conducted in March 2022. Hence, in the next quarter, IMPACT's AGORA team will map out and profile 74 additional areas in Balkh, Jawzjan, Samangan and Saripul provinces as well as some mapping and remapping in Faryab district. The approach for deploying these tools should be easy to replicate on a large scale.

3. Methodology

3.1 Methodology overview

The assessment will be completed in two phases rounds, each using a different methodological approach. Within each phase, a different tool will be used for male and female respondents, however in quantitative tool the same objective can be gained through one Kobo tool through relevancies. The assessment will include:

Phase 1a: A qualitative participatory mapping exercise in rural areas for mapping manteqas held with traditional leaders, water managers, herders, and farmers.

Phase 1b: In Urban centres, participatory mapping FGDs will be held at nahyias and gozars level with Wakil-e-gozars representing different gozars within the Nahyia.

Phase 1c: Separate Qualitative FGDs will be held with women in the manteqa, because mixed gender focus groups are usually not possible in Afghanistan, and it is extremely rare for women to hold traditional leadership positions. The FGD will focus on women's opportunities, leadership, and representation within the manteqa.

Phase 1d: Separate qualitative FGDs with women in nahiyas, on their leadership structures, access to services, and the spaces where they live, manage key resources and infrastructure.

Phase 2a) Quantitative key informant interviews with each community/ village leader in rural areas or Wakil-i-gozars in urban areas or other well-informed leader or person on infrastructure, service access, socioeconomic status, and village demographics.

Phase 2b) Quantitative key informant's interviews with women key informants in 20% of all villages to ensure that women's voices are included in the assessments.

³ Agora: The notion of Manteqa: a case study of Eight Manteqas in Faryab province", ACTED, March 2022.

Table 1. Overview of data collection methods

Data collection method		Target Overall
Participatory Mapping Focus Group (MFGD) for nahyias	1 MFGD per each nahyia or two in nahyias where gozars exceeds 30/urban	36
Participatory Mapping Focus Group (MFGDs) for manteqs	1 MFGD per mantega	138
Focus Group with Women (WFGD) for gozars	1 WFGDs per each nahiya	36
Focus Group with Women (WFGD) for manteqs	1 WFGD per mantega	138
Key informant interviews (community leaders) men	1 structured key informant interview per village in rural areas	623
Key informant interviews with (Community leaders) women	20% of interviews of total KIs interviews in rural manteqas	107

3.2 Area (Mantega and Nahyia/ Gozar) Pre sampling stage:

Before starting the assessment, IMPACT and ACTED staff will conduct an extensive secondary data review, to make sure that all the information that will need to be mapped and assessed is acquired. This information will vary depending on if it is the mantega or the nahyia being mapped: ACTED staff that is working and implementing projects based on *Mantega Approach* will distribute maps from IMPACT to their field offices and KIs who will help in identifying perceived manteqas for sampling. As they are involved in field, they have better knowledge to give us hints where the perceived mantega lies and how many in districts. For nahyias they will reach government offices to facilitate us in getting nahyia maps, lists of gozars and infrastructure.

Mantega: For manteqas the field teams will provide village lists in the rural districts. For this they will reach government or municipal district offices. If the information of district office is incomplete, then the IMPACT teams will reach ACTED district offices' field staff as well as key informants and stakeholders to compile the list of villages.

Nahyia: Nahyia lists in Urban parts of the provinces, gozar lists within each nahyia, as well as infrastructure, including health centers, schools, mosques, roads, public water points, cemeteries, community centers and markets.

After the list is finalized the field teams will reach out to district officials and local community leaders to discuss the key criteria around which a mantega is based. The following definition, based on previous research by IMPACT, will be used:

Table 2: Manteca, Nahyia and Gozar definitions:

Manteca	Nahyia	Gozar
<p>Manteca Description: The “Manteca”⁴ is a geographic area containing a number of villages and is identified by both its inhabitants and the other inhabitants of the district under one common regional name. It is thus the basic reference point for the village population in the area.</p> <p>The manteca boundaries are usually clearly defined by natural geographical features such as rivers, watersheds etc., and is the space within which most of the key livelihood's resources and systems that rural communities depend on are typically managed at (for example, irrigation systems, pastures, rainfed land etc.). manteca are social constructs and can evolve over time with population growth, conflict, displacement, or urbanization. Mantecas are generally but not always ethnically distinct. Where this is not the case, people of different ethnic groups usually live within their own villages or at least in their own neighborhood of a mixed village.</p>	<p>Nahyia description: A nahyia is an urban district level, municipal or administrative unit through which local services are managed and distributed.</p>	<p>Gozar description: A gozar neighborhood which is also a division of the nahyia and is recognized by municipality, it has a number of families living in it, has streets/roads, and the community that live within the gozar. This community that belongs to the gozar have a shared sense of belonging to the gozar, similar reorientation though a Wakil-e-gozar, and solve problems together.</p>

Field staff can also reach key informants like Village elders, members of CDCs at district level, and get an overview of the geography and the existing structures of perceived mantecas. In rural areas, this will assist with identification of where mantecas likely are, as well as how many per district. This is the first time mantecas are documented therefore for the ease of sampling we need to roughly identify them prior to sampling. The nahyias and gozars which are urban administrative structures already exist, but their lists will be prepared or requested from municipal departments. The list of the infrastructure will also be requested. If the information is provided the task of mapping will ease in case, we do not get the required infrastructure list in the nahyias or gozars we will cover them in the urban mapping tool.

⁴ Manteca generally means an “area” but for our purpose it’s an area or territorial unit that exists between village and district. Over time, these mantecas have taken on additional historical, social, and cultural meanings, forming a broader community to which all those living in them relate. From our previous work on average there are 2.6 mantecas in a district in northwest but it can go up to maximum four and six mantecas depending upon the size of the districts. A few small districts like Kaldar are one manteca.

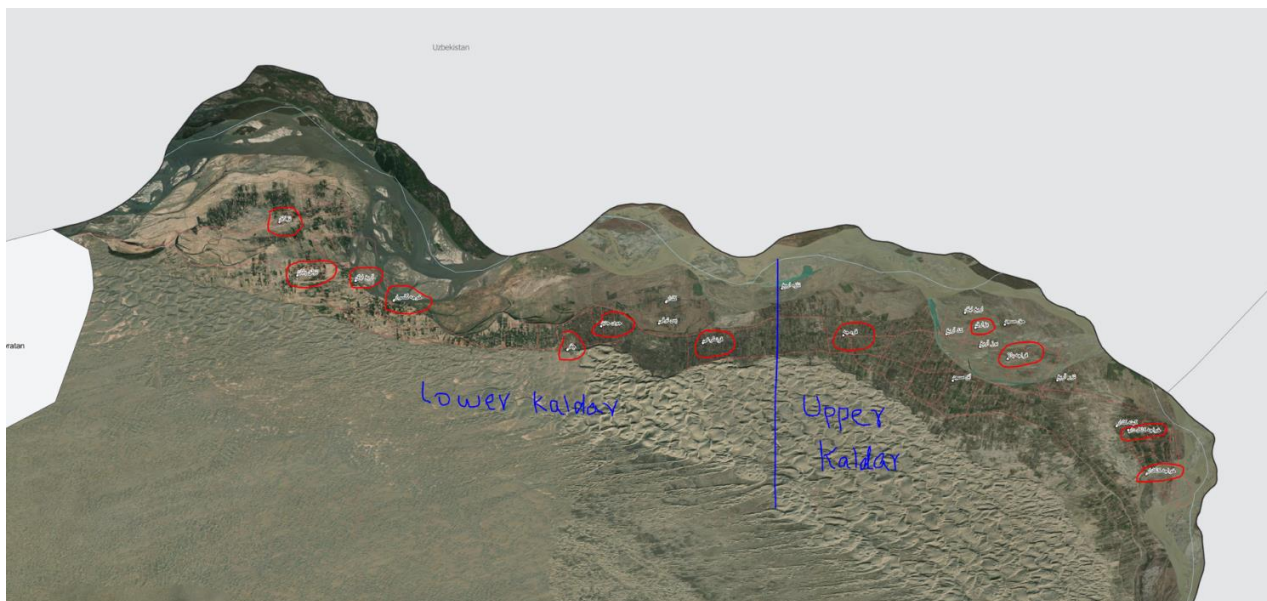
3.3 Sampling for MFGD with community leaders (men)

The sampling is purposive in the first phase. The mapping FGD will consist of 12 and maximum 14 participants who would be representatives from a selection of villages within the manteqa for manteqa mapping. For nahiya/gozar mapping, MFGDs will be carried out with Wakil-e-gozar from each gozar in the nahyia. If the manteqa has irrigated land, Mirabs or Mirabashis who are traditional water managers, will also participate. In addition, village elders who know the history and boundaries of the manteqa may be asked, as well as key representative from CDCs, or herders that can also represent the manteqa, will participate.

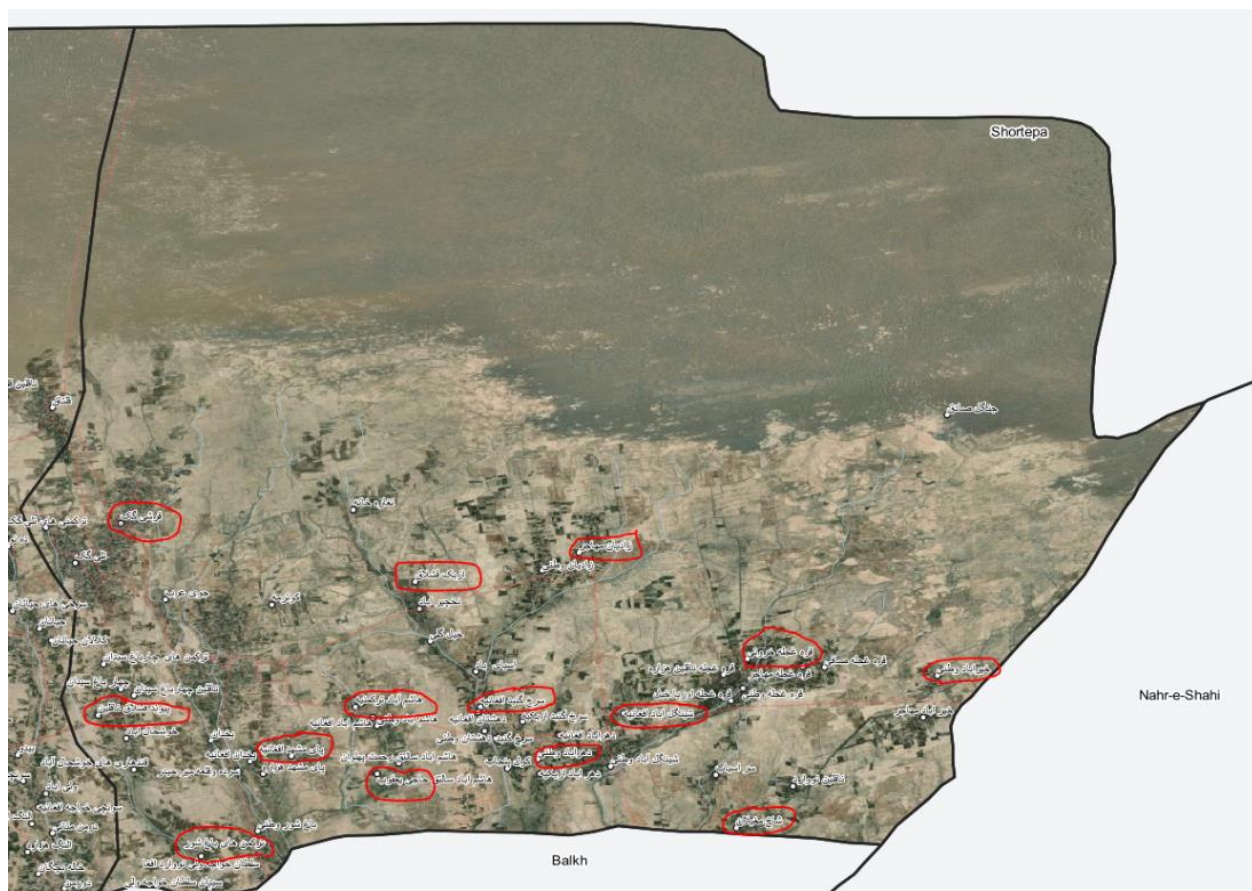
Let's dive deeper on how to accurately sample for the manteqa MFGD. When we have one MFGD per manteqa and the manteqa has 14 villages so village elder from each manteqa can be accommodated to participate in the MFGD which will be an ideal situation. If for example there are 15 to 40 villages in the manteqa which is likely, so in this case we cannot accommodate to have more than 14 participants (village elders) from each village or conduct an extra MFGDs so in this case we include a representative from every second or third village to ensure a wide, comprehensive, and geographic spread over manteqa. In case representation is not achieved and the area is big the team can plan for an extra MFGD.

The sampling method is also shown below through the map. If we have one MFGD per manteqa and the villages are more than 15 so, then we do not need to include every village but from three or four neighboring villages one village leader will participate. Note that these MFGDs should have representatives from each part of the manteqa, for instance, if there are upper and lower parts of the manteqas, and villages in plains and others in mountains, or in such as Upper and Lower Kaldar in the example below which are two distinct parts of Kaldar Manteqa or district. The different part is labelled as geographically upper and lower parts labeled in blue and the red circled are villages sampled for MFGDs. The villages that are circled with red are part of the sampling, to ensure that all geographical parts are covered, and no part or section is un-represented.

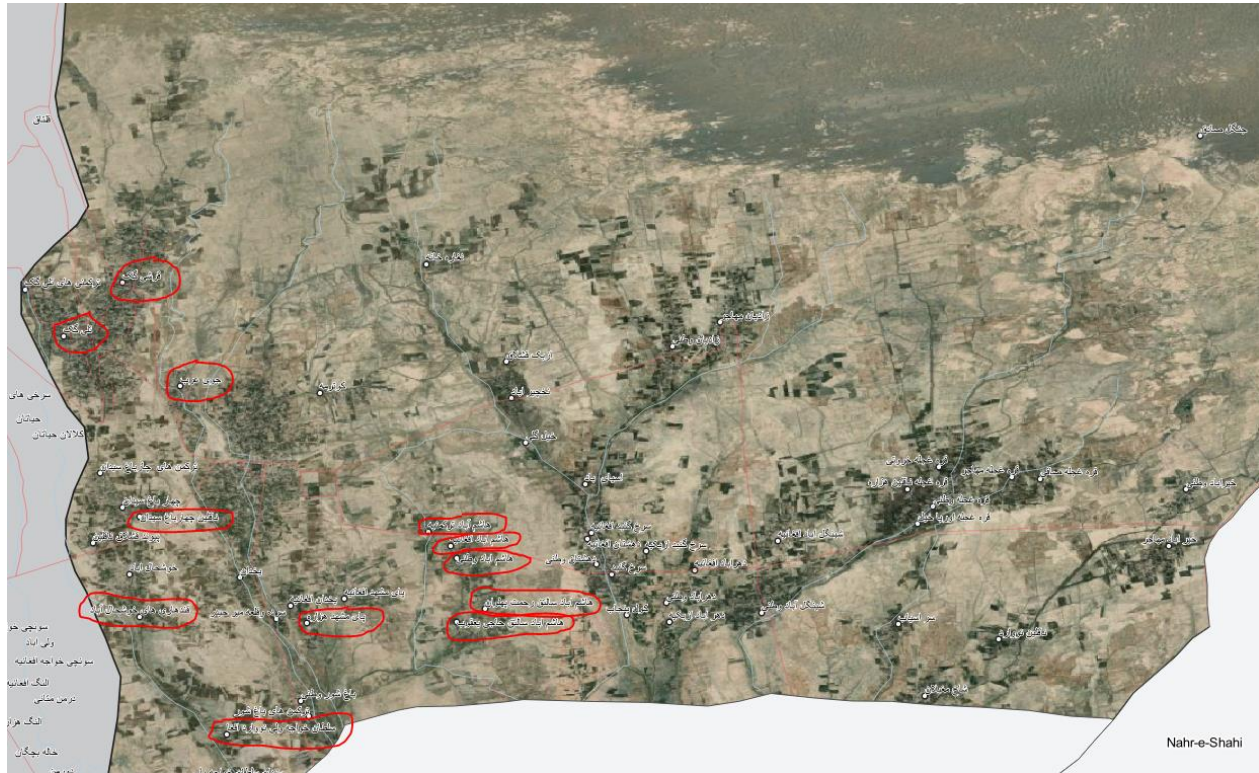
a) Purposive sampling for manteqa that has more than 20 villages.



b) Purposive sampling that has a wide geographic coverage with villages more than 30 to be covered in one MFGD



Arranging sampling in the below map to be avoided because it has not wide geographic coverage as there is no representation from the other side of the manteqa/ area and they are not represented. This can result in poor manteqa formation, and the villages complain of non-representation. Similarly, it remains unknown whether they are a separate manteqa or belong to the same manteqa.



c) Sampling overview

According to our secondary data review on average 2.6 manteqas can be perceived in a district in northwest Afghanistan. As manteqas are not mapped before and the actual number of it will come after our research. For our sampling now we are assuming an estimate 2.6 manteqas per district from our previous manteqa mapping in Faryab Province. The district number per province is known so for MFGDs we will multiply those and get the results for the table below. Similar will be the case for the WFGDs. For KIs we have our old list that have number of villages per district. So, all the villages/settlements in all the provinces will be summed to give us the total KI interviews as there is a KII per every village. Right now, we don't have data for gozars but gozar is an urban village or neighbourhood and we can go with the village list also known as settlement list. For women interviews we can do extra 20% per each province.

Table 3: Sampling for MFGDs/ WFGDs:

Province	Total districts	MFGD per province	WFGD per province	Total nahyias	MFGD per nahyia	WFGD per nahyia
Mazar	16	42	42	12	14	14
Jawzjan	11	24	29	6	6	6
Samangan	7	18	18	3	3	3
Saripul	7	18	18	5	6	6
Faryab	14	36	36	10	10	10
Total	55	138	138	36	36	36

Table 4: Sampling for Key Informant interviews

Province	Total districts	No of villages	Total KIs per province	Total KIs with women per province	Total KIs with men
Mazar	2	179	216	37	179
Jawzjan	1	660	660	132	660
Samangan	4	283	342	59	283
Total	7	516	623	107	623

3.4 Sampling for FGDs with women

The research methodology will include a Focus Group Discussion with women. In Afghanistan most FGD discussions are only done with all women or all men, and not mixed. This is in order due to traditional Afghan cultural practices in which women cannot participate freely to raise their concerns properly within the presence of men. FGDs with women are conducted by female moderator and note takers.

This FGD will cover mostly the same questions as the MFDG tool administered men, excluding all mapping and spatial questions, and instead focusing on women's experiences with community engagement and participation in decision-making processes. This is due to women often being barred from community leadership roles that would allow them to acquire the information needed to conduct the mapping FGDs. As much as realistically possible,⁵ participating women will be sampled equally among the different villages of the target manteqa / gozar to avoid over-representation of more central villages at the expense of others.

For FGDs with women we will include women key representatives, working women/teachers, businesswomen in the general discussion at manteqa and nahyia level for gaining insight regarding manteqa formation in their districts. Women activists, women CDC members to participate in the discussion. The FGD with women will be conducted in the same place/ village/ gozar where FGD with men is conducted. Women from this village and neighbouring villages will be included. The women FGD in nahyia/ gozar can be conducted easily as women in urban areas have relatively good access/ mobility and all of the representatives from each gozar can come together. In FGD with urban women we have the freedom to include working women, teachers, women activists, women CSO workers as urban women are relatively more educated and have good knowledge of their rights.

3.5 Sampling and approach for KI:

The purpose of the second phase is quantifying and measure the key demographics, functionality of manteqa-based resources, and access to manteqa-based services. At nahyia or gozar levels, service presence, quality, and access, as well as demographics and livelihoods issues, will be focused on. This will hold to inform AGORA's forthcoming programs to effectively leverage existing community resources and prioritize key gaps in essential services. The profiling tool will flag which priority services or resources are currently lacking and allow us to understand which of these resources commonly utilized by the community are managed collectively across all or several villages of the same manteqa (such as lalmi lands, pasture, irrigation channels and markets), and which remain within the remits of each individual village (such as water points for domestic use, primary schools, craft workshops). Hence, the profiling phase will rely on KI interviews with village-heads in every village of the same target manteqa and in nahyas with wakeel gozars from gozars. For KIs we will interview village representatives in rural manteqas and in urban gozars we will interview Wakeel gozars representatives. 1 KI will be conducted with the representative of every village or gozar in each manteqa or municipality. Below is the table of the main male and female key informants in manteqas/ rural and gozars/ urban areas divided into three tiers.

The later rounds of meetings with ACTED and REACH field teams during the quantitative tool testing revealed that one KI interview per village would not be sufficient as it is suspected in some cases a single KI won't have sufficient knowledge.

Due to:

- need for greater accuracy that can't be provided by a single KI
- financial limitations that do not allow for multiple KIs in each village

KIs in this RC can involve from 1 to 3 KI in the same interview: The priority would be Tier 1 discussed above and the village head/ Qarya Dar/ Malik/ Arbab would be interviewed for KI, the other two KIs or participants can be selected from Tier 2 and Tier 3. The presence of these representatives from Tier 2 and Tier 3 will help in validating or helping the village head on

⁵ Depending on women's mobility restrictions and on the feasibility of mobilizing women representative prior to data collection

certain indicators such as Jeribs (local unit of measuring land 2000-meter square,) of Lalmi, pasture and irrigated lands etc or number of farms or number of different educational and health services etc in the village.

Data will be collected at the settlement/ village level. The presence of an extra participants is intended to provide more accurate data within the budget restrictions.

KIs	Village		Gozar	
	Men	Women	Men	Women
Tier 1	Qaria Dar, Malik/Arbab	Qaria Dar CDC/Shura member	Wakeel Gozar, Qaria Dar	Wakeel Gozar, Qaria Dar, CDC/Shura member
Tier 2	Zamindar, Rais, Qalantar, CDC/Shura member	Malim/Shawunkai, MDP Member, Educated woman	CDC/Shura member	Malim/Shawunkai, MDP Member, Educated woman
Tier 3	Mullah, Malim/Shawunkai	Women representative	Mullah, Malim/Shawunkai	Women representative

3.6 Sampling and approach for KIs:

To ensure that women's voices and perspectives are accounted for, IMPACT will conduct extra 20% of KIs with female community leaders in the assessed provinces and districts. Settlements/villages from which these women will be randomly sampled to ensure that no area of the manteqa or nahiya is improperly sampled. For example, in Mazar we have 179 settlements in two districts. We have 37 KIs for women so we will divide it per district covered which are two here. As 37 is not equally divided we will conduct 19 KIs in one district and 18 KIs in another district. We will cover each district and manteqa for Women KIs, but we are not covering each village, so villages will randomly be selected. We will make sure that villages selected have wide geographic coverage and are not next to each other for example 1, 4, 9 etc. These interviews will focus on many of the similar questions as the interviews with male village heads but will also include questions on women's abilities to access key services and work opportunities, in lieu of the general demographic questions.

3.7 Secondary data review

a) Contextual analysis

The following resources will be reviewed as part of the secondary review phase to build a contextual basis for the analysis of primary data. These sources will provide context for the elaboration of KI and FGD data as well as provide background for the analysis of results.

Table 5. Data sources for secondary data review

Source	Document
ACTED, AGORA	Sustained Rural development Program phase 4: Manteqa profile Jawzjan August 2019
ACTED, AGORA	Agora: The notion of Manteqa: a case study of eight Manteqas in Faryab province, March 2022
ACTED, AGORA	Agora: Relationship between Manteqas and the newly created districts in Afghanistan – a historical perspective.
REACH	Area Based Response Assessment and Planning Framework, Afghanistan, February 2021
ACTED	A survey of Kohistan district, Faryab province. Unpublished, 2001
	Allan, Nigel J.R. "2003: Rethinking Governance in Afghanistan", in "Journal of International Affairs", 56.1, 193-202.
AREU	Alden Wily, Liz. "Land Rights in Crisis: Restoring Tenure Security in Afghanistan." Kabul: Afghanistan Research and Evaluation Unit, 2003.
	Alessandro Monsutti, "Guerres et migrations : réseaux sociaux et stratégies économiques des Hazaras d'Afghanistan", (Neuchâtel : Editions de l'institut d'ethnologie – Paris : Edition de la maison des sciences de l'homme, 2004), 117
	Brick Murtashasvili, Jennifer. "Informal Order and the State in Afghanistan." Cambridge: Cambridge University Press, 2016. pp. 157-160
	Favre, Raphy. "Local Shura, Security and Development in Afghanistan." Addis Ababa: Aizon, 2006.
	Glatzer, Bernt. "War and Boundaries in Afghanistan: Significance and Relativity of Local and Social Boundaries." In <i>Welt des Islams</i> 41, no. 3, 379-399, 2001.
Brick Murtashasvili, Jennifer	"Informal Order and the State in Afghanistan." Cambridge: Cambridge University Press, 2016. pp. 157-160
	Katja Manuela Mielke, "(Re-)Constructing Afghanistan? Rewriting rural Afghans' Lebenswelt into recent development and state-making processes: An analysis of local governance and social order" (Bonn: PhD dissertation, Rheinischen Friedrich-Wilhelms-Universität zu Bonn, 2015) pp. 121-123
Roussel, Frédéric; Caley, Marie-Pierre.	Les Manteqas : le puzzle souterrain de l'Afghanistan." Unpublished, 1994.
	Miakhel, Shahmahmood. "Understanding Afghanistan: The Importance of Tribal Culture and Structure in Security and Governance." Kabul: USIP, 2009.
OCHA	Pilot Initiative: Area-Based Response in Afghanistan, February 2021

b) Mapping

After reviewing of secondary data including lists of districts and villages and gozars in nahyias, the IMPACT team will do sampling for MFGDs based on the above data. This data will help us in sampling better for MFGDs as the perceived manteqas will already be identified. The research team will then conduct MFGDs in the perceived manteqas where it will map the boundaries, irrigation, canals, pastures, lalmi land, agriculture land, and different geographic parts within manteqas. In nahyias/ gozars it will map gozar boundaries, infrastructure such as roads, schools, health centers or community centers.

3.8 Primary Data Collection

ACTED and IMPACT mobilization teams will engage and mobilize community leaders of the villages for MFGDs. A total of 12 participants will be involved in each mapping exercise, using the criterion of a 'community leader', meaning a person who has in-depth first-hand knowledge of what is going on in the area they reside and who knows the history and boundaries of the manteqas and who represents the village or group of villages. The participants of each MFGD should be representatives of different villages/ Qarias. As the participation of women is not possible due to cultural barriers so separate FGDs with women will be held. With men Participatory mapping FGDs will be conducted because in rural manteqas resource management is mostly done by men for being a patriarchal society. Conflicts and agreements are nearly always made by men in the Afghan context, and women are often not unaware of natural boundaries, though they often have same notions of the manteqa and are using the shared resources by grazing animals or collection of heng or firewood, hence it's important to know the notion of manteqa from women point of women and how are they dealt by the manteqa leadership and whether they are aware of the manteqa resource management and what role women are playing. Mapping will not be included with women's groups because both women's lack of freedom of movement around manteqas and nahiyas, and the importance to prioritize qualitative questions around women's access to resources and community leadership.

a) Mapping Focus Group Discussion

MFGDs will take place at manteqa center. MFGD with men will be conducted by a team of 2: 1 male facilitator and 1 male note taker. With female only qualitative FGD will be conducted by 1 female facilitator and 1 female note taker. With consent of participants, the MFGD discussion with men will be recorded to enable retrospective checks. This qualitative data will be recorded both on the map and in the mapping exercise transcript.

After gaining consent and reaching consensus on the MFGD rules, the facilitator will begin by familiarizing the participants with the corresponding manteqa/ district reference map. The facilitator will then proceed to work through the topic guide and the associated probes, following the allocated time for each section. The facilitator will allow the conversation to be led by the participants, although ensuring the participation of all attendees.

Facilitators and transcribers will be requested to complete the debrief form after each mapping exercise. This form will help to fine tune the question route (including whether the participants understood the questions, flagging any missing key points from the discussion), understand group dynamics and improve set-up of MFGDs.

b) Key informant interviews with community leaders

IMPACT will interview key informants (KIs) on village and gozar level to identify community local resources, capacities, availability of services, access to health , education and markets. In terms of access to services and multi-sectorial community needs, community leaders of each village and Wakil-i-gozars from gozars will be asked to speak on behalf of the experiences of their fellow community members. The KIs will be selected from the village list that are under process from the field teams. IMPACT has a village list and some KIs list from other projects too. At the beginning of KIs, IMPACT enumerators will check their willingness to participate and test an ability to represent general perspective in the community by asking how long the KI has been living in the community, if they interact with a range of community members from different background and if they feel knowledgeable enough to participate in the survey on behalf of their community.

At least one interview will be conducted per village. As the total exact number of villages is unknown, however the estimated villages/ settlements in these the above districts are 516. So, 516 KIs will be conducted with men whereas 20% extra KIs

which is 107 interviews will be allotted for female representatives of the villages or gozars and these will randomly be selected, so that no part of the manteqa or nahiya is given additional attention or focus. KIs will be asked to speak about the experiences of people with similar profiles. The KII survey will be a structured interview, conducted on Kobo.

3.9 Data Processing & Analysis

a) Data obtained from Mapping Focus Group Discussions

All of the data from field maps will be turned into digitized maps and stored into a database. Firstly, at the end of the day qualitative data along with participatory maps for the MFGDs as well as debrief forms and attendance sheets will be submitted by the enumerators to the field officer and senior project officer of IMPACT. The field officers and Senior project officer along with Assessment officers will make sure the data is collected properly and nothing is missing or absurd in qualitative data as well as mapping is done properly checking against all the indicators for mapping and all the indicators are labelled clearly. For example no indicator is left unmapped and boundaries are clear. Also to check qualitative questions and make sure every question is answered properly. After the data is checked the field officer and Senior Project Officer will send photographs of it to GIS officer and the transcripts will be sent to transcribers, Senior Project Officer and Assessment Officer.

The GIS Officer will compile mapping components from all MFGDs and look for overlapping of boundaries. In case there is a good saturation of data then the GIS team will proceed with the mapping of the area. If there is no data saturation, internal discussions with local staff will be conducted to further triangulate available data. If the data is incomplete the GIS officer will send it back to the field teams to make it accurate by discussing with enumerators.

In line with IMPACT guidelines⁶ all qualitative data will be reviewed, processed, translated into English without paraphrasing or summarising on daily basis and then analysed by the Assessment Officer using Data Saturation and Analysis grid. These data from FGDs will be stored on dropbox and sent to HQ for validation. Similarly data from women FGDs will be transcribed and translated and sent to Senior project officer and Assessment officer who will analyze it in a different Data saturation and analysis grid. Qualitative data from MFGDs and women FGDs both versions of original text as well as translation to be stored on dropbox. Apart from that qualitative data can be part of individual profiles of manteqas.

The data from these transcripts to be entered on two separate excel sheets one for men and the other for women. After this the data will be analyzed through Data Saturation and Analysis Grid which is an IMPACT excel sheet for analysis of qualitative data. In this grid the data will be analyzed thematically by creating codes from the transcripts.

The text in data entry excel sheet is read and re read and codes are created until it reaches the stage of saturation and no new themes or codes are generated for the different indicators or sections from the text. The codes are created in a row while each column is checked when it occurs in an FGD. So at the end it gives the frequency on how many times a theme has occurred. For example *Lalmi lands are managed privately* is a theme or code and if it is discussed in 30 FGDs, it can be memoed that Lalmi lands are managed privately in 30/ 40 FGDS. After the codes are generated and completed we can memo the entire analysis in short summaries or memos. The DSAG is then sent for validation, after validation it is published on Reach Repository. For making individual profiles of manteqas qualitative data can be accessed from the data entry excel sheets.

b) Data obtained from KI Interviews

Data from key informant interviews will be collected through mobile data collection tool Kobo. Data cleaning will be conducted by the data analysis unit that will check for consistency, outliers, and logic in responses provided and will provide feedback

⁶ IMPACT Initiatives, Data Processing and Analysis Guidelines for Qualitative Data, June 2021

to Assessment officer who will engage with field officer and Senior Project Officer who will then engage with enumerators for additional clarification.

Data will be stored on IMPACT Kobo accounts and will be shared with the partner after removal of personally identifiable information. The data analysis team will share anonymised raw and cleaned data along with the value cleaning log with IMPACT HQ for validation. Data analysis will be conducted by the data analysis team and will produce clean data and frequency tables of all indicators.

During primary data collection, the REACH Assessment Officer and Database Officer will review data daily to ensure collection methodology is being followed by enumerators and investigate any extreme outliers or other problematic data, including ensuring the sampling methodology is being carried out in accordance with the sampling plan. The Database Officer will share detailed data collection statistics, including number and percentage of collected interviews for each geography and strata, with the Field and Assessment teams weekly. The Assessment Officer and Database Officer will keep a log of any changes, including cleaning of data. The KI data at the end of each day will be run through data cleaning logs script and cleaning logs will be generated and shared with Assessment Officer. The Assessment Officer after commenting on the logs will forward it to Senior Project officers and field officers for the required cleaning process which will include contacting enumerators. When all the data is collected the data analyst will analyse the data according to Data analysis plan from the Assessment Officer / Research Manager in R. After the data is analyzed the Assessment Officer/ Research Manager will present the preliminary findings after which the data will be published in In Design.

3.10 Community Response Plan Engagement

After the analysis of all the data from the MFGDs, WFGDs, KI, and the final FGDs for programed information ACTED Agora team will engage with community leaders in the mapped manteqas in rural provinces and mapped gozars/ urban centers to make Shuras/ structures known as *Manteqa Development Program and Nahyia Development Program*.

The MFGDs will provide ACTED and IMPACT with maneqa maps that will clarify how many manteqas are there in each district and province. Similarly, MFGDs in nahyias will provide ACTED and IMPACT Agora teams with the identification and mapping of gozars and nahyias as well as the basic services. FGDS with women will provide information on women role in these manteqas and nahyias. This will inform ACTED's *Manteqa Development Program and Nahyia Development Program* structure. It will be easier after the WFGDs and KIs to allot the required positions to women in these structures and know better their needs and priorities. The data from the KII will inform ACTED programs regarding the priorities and needs of communities.

3.11 Output production

As a result of the research, several types of products will be developed:

1. *Maps of each manteqa and nahiya in all five provinces.*
2. *Profiles combining the data from all phases of the data collection. There will be manteqa and nahiya profiles for each manteqa and nahiya assess.*
3. *A cleaned and analyzed dataset for sharing.*
 - a. *6 datasets, one for each tool, will be used.*
4. *A cleaned and analyzed saturation grid for analysis.*
 - a. *4 saturation grids, one for each tool, will be used.*

Following this, the profiles will be expanded to use data collected from the Community Response Plan Workshops, which will elaborate on the planned responses for each community, based on the discussions.

4. Roles and responsibilities

Table 6: Description of roles and responsibilities

<i>Task Description</i>	<i>Responsible</i>	<i>Accountable</i>	<i>Consulted</i>	<i>Informed</i>
Research design	Assessment Officer	Research Manager	GIS Officer, IMPACT HQ, Consortium members	Country Coordinator
Supervising data collection	Senior Project Officer/ Field Officer	Programme Manager	Assessment Officer	Research Manager
Data processing (quantitative data, checking, cleaning)	Database Officer	Database Manager	Assessment Officer, IMPACT HQ	Research Manager
Data processing qualitative (checking, cleaning)	Assessment Officer/ Senior Project Officer	Research Manager	GVA RRD	Country Coordinator
Data analysis quantitative	Database Officer	Database Manager	Assessment Officer/ Research Manager, IMPACT HQ	Research Manager, Consortium members
Data analysis qualitative	Assessment Officer	Research Manager	IMPACT HQ	
Output production quantitative and qualitative	Assessment Officer	Research Manager	IMPACT HQ	Country Coordinator, Consortium members
Output production maps	GIS officer	GIS Manager	Assessment Officer/ Research Manager	Country Coordinator, Consortium members
Dissemination	Assessment Officer	Research Manager	Country Coordinator	IMPACT HQ, Consortium members
Monitoring & Evaluation	Assessment Officer	Assessment Manager	Country Coordinator	IMPACT HQ
Lessons learned	Assessment Officer/ Senior Project Officers	Research Manager	Country Coordinator, Consortium members	IMPACT HQ

Responsible: the person(s) who executes the task

Accountable: the person who validates the completion of the task and is accountable of the final output or milestone

Consulted: the person(s) who must be consulted when the task is implemented

Informed: the person(s) who need to be informed when the task is completed

Annexes

5. Data Analysis Plan

Data analysis plan, [here](#)

6. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User log	xYes
		# of downloads of x product from Relief Web	Country request to HQ		xYes
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes
	Number of individuals accessing IMPACT services/products	# of page clicks on x product from REACH global newsletter	Country request to HQ		x Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference log	
		# references in single agency documents			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage Feedback and Usage Survey template	Usage survey to the implementing Project Managers Perceived usefulness and influence of IMPACT outputs Usage survey to be conducted at the end of each phase of the research cycle t
	Number of humanitarian documents (HNO, HRP, cluster/agency	Perceived usefulness and influence of IMPACT outputs			

	strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e. Staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement log	x Yes
		# of organisations/clusters inputting in research design and joint analysis			x Yes
		# of organisations/clusters attending briefings on findings;			x Yes