Research Terms of Reference

CCCM Detailed Site Assessment
SOM1909
Somalia

December 2019
Version 1

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Somalia				
Type of Emergency	X	Natural disaster	X	Conflict	
Type of Crisis	□	Sudden onset	□ Slow onset		X Protracted
Mandating Body/ Agency	Office for the Coordination of Humanitarian Affairs (OCHA)				
Project Code	27AJP				
Overall Research Timeframe	01/11/2019 to 31/03/2020				

Research Timeframe	1. Start collect data: 17/11/2019	5. Preliminary presentation: 23/02/2020
	2. Data collected: 19/12/2019	6. Outputs sent for validation: 27/02/2020
	3. Data analysed: 23/01/2020	7. Outputs published: 12/03/2020
	4. Data sent for validation: 06/02/2020	8. Final presentation: 15/03/2020

Number of assessments	X	Single assessment (one cycle)
	□	Multi assessment (more than one cycle)

Humanitarian milestones	**Milestone**		**Deadline**
	X	Donor plan/strategy	30/04/2020
	X	Inter-cluster plan/strategy	30/04/2020
	X	Cluster plan/strategy	30/04/2020
	□	NGO platform plan/strategy	_ _/_ _/_ _ _ _
	□	Other (Specify):	_ _/_ _/_ _ _ _

Audience Type & Dissemination	**Audience type**	**Dissemination**
	X Strategic	□ General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)
	X Programmatic	X Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting
	X Operational	
	□ [Other, Specify]	X Presentation of findings (e.g. at HCT meeting; Cluster meeting)
		X Website Dissemination (Relief Web & REACH Resource Centre)
		□ [Other, Specify]

Detailed dissemination plan required	□	Yes	X	No

General Objective	To inform stronger, more effective, evidence-based multi-sectorial interventions in Internally Displaced Person (IDP) settlements in urban areas across Somalia					
Specific Objective(s)	• To collect multi-sector information on the availability of and access to basic services in IDP settlements in urban areas • To identify displacement trends of IDPs in assessed urban areas					
Research Questions	• Where are the locations of IDP settlements in the assessed urban areas? • What is the estimated size of the IDP population in assessed urban areas? • What are the displacement trends of IDPs in assessed urban areas? • To what extent are basic services available and accessible to IDP settlements in assessed urban areas?					
Geographic Coverage	All IDP settlements (informal and planned)[1] in urban / semi-urban[2] areas across 61 districts in Somalia (See attached list of targeted areas)					
Secondary data sources	Interational Organization for Migration – Displacement Tracking Matrix (IOM – DTM), Protection & Return Monitoring Network (PRMN), Norwegian Refugee Council – Risk Eviction Mapping (NRC - REM), REACH IDP Settlement Assessments, CCCM Partner Organization Population Estimates					
Population(s)	X	IDPs in camp		X	IDPs in informal sites	
	□	IDPs in host communities		□	IDPs [Other, Specify]	
	□	Refugees in camp		□	Refugees in informal sites	
	□	Refugees in host communities		□	Refugees [Other, Specify]	
	□	Host communities		□	[Other, Specify]	
Stratification	X	Geographical #: 61 Population size per strata is known? □ Yes X No	□	Group #: _ _ _ Population size per strata is known? □ Yes □ No	□	*[Other Specify]* #: _ _ Population size per strata is known? □ Yes □ No
Data collection tool(s)	X	Structured (Quantitative)		□	Semi-structured (Qualitative)	

	Sampling method	Data collection method
Structured data collection tool # 1	X Purposive □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling □ [Other, Specify]	X Key informant interview (Target #): 4 per site □ Group discussion (Target #):_ _ _ _ _ □ Household interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ X Direct observations (Target #): 2 per site □ [Other, Specify] (Target #):_ _ _ _ _

Data management platform(s)	□	IMPACT		X	UNHCR	
	□	[Other, Specify]				
Expected ouput type(s)	□	Situation overview #: _ _	□	Report #: _ _	□	Profile #: _ _
	X	Presentation (Preliminary findings) #: TBD	X	Presentation (Final) #: TBD	X	Factsheet #: 62
	□	Interactive dashboard #:_	□	Webmap #: _ _	X	Map #: 62
	□	[Other, Specify] #: _ _				

[1] An informal settlement is defined as a site where a displaced population has settled without purposeful site planning and prior arrangement with relevant actors. A planned settlement is defined as sites purposefully built where infrastructure and basic services are provided for displaced populations.

[2] Semi-urban areas are defined as areas between consolidated urban and rural regions. OCHA data is available to verify whether an IDP settlement lies within an area designated as rural, urban or semi-urban.

Access	X	Public (available on REACH resource center and other humanitarian platforms)
	□	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)
Visibility	*REACH*	
	Donor: ECHO	
	Coordination Framework: CCCM	
	Partners:	

2. Rationale

2.1. Rationale

- **Context:** The humanitarian crisis in Somalia is among the most complex and long-standing in the world. Armed conflict and widespread violence, as well as recurrent climatic shocks, perpetuate high levels of humanitarian needs and protection concerns. While above-average rains in the first part of 2018 improved food security, the humanitarian situation remains fragile and prone to future climatic shocks. In total, an estimated 4.2 million people, one-third of the total population in Somalia, require humanitarian assistance and protection.[3]

    The 6th round of the Displacement Tracking Matrix (DTM) estimated that 2 million people in the 58 assessed districts in Somalia have been displaced, a majority of which are children (under 18 years) and women. In search for food supplies, income sources and humanitarian assistance, displaced populations have been moving towards urban areas where new IDP settlements are established with additional strain being placed on existing IDP settlements and service provision. Moreover, the IDP settlements in Somalia are mostly temporary, adding a layer of complexity for service provision. In contrast to other countries where IDP settlements are in designated locations for long periods of time, most of the IDP settlements in Somalia are spontaneous and do not last. This is due to different factors acting together such as lack of written tenure agreements, forced evictions, and disputes over land. An IDP settlement identified in a certain area may not be located at the same area within a few months. It could have been moved further, completely disappeared or have been divided into different locations. On August 2018, close to 200,000 forced evictions were registered by the Norwegian Refugee Council (NRC).

    In May 2017, the CCCM cluster was activated, under the co-leadership of UNHCR and IOM, partly as a result of the lack of coordination amongst humanitarian actors and the need for an integrated multi-sectorial response in regards to IDP settlements in Somalia. The purpose of the CCCM has also been to raise the quality of interventions and monitoring of humanitarian services in communal settings.

- **Key information gaps:** The previous round of the Detailed Site Assessment (DSA) took place from September 2018 to January 2019 assessing a total of 1,603 IDP settlements in 56 districts across Somalia with the objective of providing up-to-date IDP population estimates and an understanding of humanitarian needs of these IDP settlements. As the causes of displacement, natural disaster and conflict, still persist, the number of IDPs continue to grow. Increased migration towards urban areas has resulted in high numbers of forced evictions. This continued displacement has resulted in increasingly fluctuating population estimates at informal and planned settlements complicating the ability of the humanitarian response to provide basic services to address the needs of IDP populations.
    The next round of the DSA aims to use an updated joint methodology and tool to further improve on the information provided by the DSA on the location, estimated size of population, and humanitarian needs of IDPs residing in IDP settlements (informal and planned) in urban / semi-urban areas.

- **Programme purpose and institutional framework:** The CCCM Cluster is to collect multi cluster settlement level information to inform the overall humanitarian response in IDP settlements and improve the living conditions of residents residing in these IDP settlements.
    - REACH is providing Information Management (IM) support and capacity building for the CCCM cluster while training partners on data collection methodologies to ensure coherent approaches to cluster assessments.
    - Quartely site monitoring undertaken by the CCCM cluster will include the DSA questionnaire to enhance collaboration and avoid duplication of efforts.

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[3] From the 2019 Somalia Humanitarian Needs Overview

- **REACH's involvement:**
  - o Produce training materials for enumerators and Training of Trainers (ToT) for partner staff
  - o Develop tools for KII settlement assessments
  - o Conduct the data collection in areas of access for REACH Field Officers (FOs)
  - o Provide clean data of all sites
  - o Analyse data and produce factsheets at the district level and national level

3. Methodology

3.1. Methodology overview

Primary data collection will employ a KI methodology with key informant interviews (KIIs) conducted by REACH enumerators in locations directly accessible by REACH Field Officers (FOs) and by CCCM partner organizations. Targeted urban areas within districts will be determined based on secondary data review on previous assessments conducted on IDP populations.[4] Following identification of target urban areas, REACH will locate IDP settlements through contacting the "lowest level of governance"[5] in each area prior to the start of the data collection.

For the purpose of this assessment, an Internally Displaced Person (IDP) is defined as an individual who has been forced to leave their home or place of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence, violations of human rights, or natural or man-made shocks, and who have not crossed an international border. An IDP settlement is defined as a group of shelters located in urban and rural areas that can be either dispersed or grouped where IDPs reside.

3.2. Population of Interest

The populations of interest include IDPs residing in informal and planned settlements in 61 districts across Somalia.[6] REACH will cover more areas if support is requested by partners. Data will be collected at the settlement level.

3.3. Secondary Data Review

Secondary data review will be conducted in order to inform assessment methodology including area identification, questionnaire design and to verify/triangulate primary data and findings. Sources include Shelter Infrastructure Mapping, IOM-DTM and ETT data, PRMN[7], and other REACH IDP settlement data.

- **Area Identification:** REACH will use data readily available to target areas with IDP settlements. Target areas will be selected based on accessibility and will consist of districts where REACH IDP Settlement Assessments, PRMN, IOM-DTM and other data have identified the presence of IDP settlements. Additional districts with newly arrived IDP settlements or districts that were not covered by previous rounds of DSA will be included based on recommendations from the CCCM cluster.
- **Questionnaire Design:** Indicators for the DSA will be developed to be aligned with previous assessments (DTM, SIRNA, ETT, PRMN, Shelter Infrastructure mapping) to produce one agreed on set of indicators and questions for the DSA. CCCM Cluster members and ICCG members will be invited to input and comment on the questionnaire.
- **Triangulation:** Primary data collected by REACH enumerators will be triangulated with available secondary data sources including historical and current data from other REACH assessments in Somalia such as the JMCNA. Population and displacement figures will also be cross-checked and investigated with comparable data from OCHA reports on displacements as well as available data from other humanitarian bodies.

3.4. Primary Data Collection

REACH Field Officers (FOs), field team leaders, and enumerators will conduct primary data collection with oversight from the REACH Field Coordinator (FC) and REACH Assessment Officers (AOs). In targeted areas where CCCM partner

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[4] Previous REACH DSA, JMCNA and CCCM Partner Organization Population Estimates
[5] District Office, Mayor's Office, etc.
[6] See annexed list of targeted areas
[7] International Organization for Migration – Displacement Tracking Matrix (IOM – DTM) and Event Tracking Tool (ETT), Protection & Return Monitoring Network (PRMN)

organizations have a presence, partners will conduct data collection. In targeted areas where partners either have no presence or cannot contribute enough enumerators, REACH will hire enumerators and conduct data collection.

Primary data collection will be carried out through face-to-face Key Informant Interviews (KIIs) and direct observation with enumerators travelling to IDP settlements. To locate these IDP settlements, FOs will coordinate field team leaders and enumerators to go to the District Commissioner Office to gain information on the location of IDP settlements. Following that, field team leaders and enumerators will go to the Mayor's Office/District Office and onwards until they reach the "lowest level of governance" that can provide information on the locations of IDP settlements. On gaining information on the locations of IDP settlements, enumerators will go to these locations and source Key Informants (KIs) for an interview.

- **Key Informant Interviews (KIIs):** Enumerators will conduct KIIs with oversight from FOs or relevant partner organizations. Four KIIs will be conducted in total using ODK mobile data collection for each IDP settlement: two face-to-face, two remotely via secure telephone. For the first KII, enumerators will request to speak with a Community Leader / Camp Manager / Gate Keeper and proceed to conduct an interview. Preference will be placed on the enumerators to speak with a Community Leader or Camp Manager. If a KI of this designation is not available, enumerators will request to speak with whoever is most knowledgeable about the situation of the IDP settlement to conduct an interview. From the first KI, a referral for a women's representative and the contact information for a third additional KI will be requested. For the second KII, enumerators will request to speak with a women's representative, previously sourced from the first KII, and proceed to conduct an interview. This will ensure that the female perspective of the IDP settlement is captured. From the second KI, the contact information for a fourth additional KI will be requested. For the third and fourth KII, to be conducted post-data collection in the field, the additional two KIs, one sourced from the first KI and one sourced from the second KI, will be contacted remotely via secure telephone by FOs. FOs will ask these additional KIs questions in the survey specifically pertaining to population estimates for verification purposes.

- **Direct Observations:** Alongside KIIs, enumerators will collect data via direct observation[8] of IDP settlements using ODK mobile data collection. Data collected from direct observations will be used primarily to verify responses from the face-to-face KIIs. Direct observations will be conducted following face-to-face KIIs.

- **Sampling:** Purposive sampling is used to select four KIs (where possible) for each and every IDP settlement; 1) Community Leader / Camp Manager / Gate Keeper; 2) Women's Representative 3) & 4) individuals highly knowledgeable about the situation of the IDP settlement and referred to by KI 1 & 2. The Community Leader / Camp Manager / Gate Keeper KIs are selected based on their role in the community as a figure of authority including community leaders, elders, and religious leaders. Women's representative KIs are selected on the basis of their role as a community representative of women. In cases where multiple KIs are available, priority is given to the Community Leader and / or Camp Manager, followed by the Gate Keeper, and followed by individuals working in a committee or who have been in the settlement for the longest. KIs have to be over the age of 18 and consent to being regularly contacted and interviewed.

- **Debriefing of Enumerators:** FOs and AOs will conduct daily data checks of survey data received. Information on any discrepancies will be shared with FOs on a daily basis to relay feedback to enumerators to immediately mitigate errors or for clarification purposes.

3.5. Data Processing & Analysis

Enumerators will conduct data collection from key informant interviews (KIIs) and direct observation using the KoBo Collect App on smartphones. Following data collection, AOs and FOs will conduct and oversee data entry, checks, cleaning, and verification to produce one final cleaned dataset.

- **Data Entry:** Following data collection, enumerators will upload data collected to the UNHCR KoBo server. FOs will oversee enumerators to ensure that data entry is completed at the end of every day of data collection.

- **Data Checks and Cleaning:** Following data entry, FOs will receive de-identified raw datasets from the Senior Database Officer to conduct data checks and cleaning on a daily basis. FOs will check for any errors or discrepancies within the

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[8] Presence of damaged houses, public lighting or burning waste

dataset and address these issues as appropriate[9]. Corrections are cleaned by FOs with follow-up and cleaning logs maintained in password protected files alongside all raw data and cleaning sheets. Automated checks and cleaning processes will be used where possible to ensure consistency and timely data and allow for rigorous cleaning on a daily basis. AOs will oversee FOs to ensure that data checks and cleaning are completed in a timely manner.

- **Verification:** Following data checks and cleaning, FOs will follow up with any potential issues in the data collected from IDP settlements in the remote KIIs. Data collected from the remote KIIs will be used by AOs to verify issues found in the data collected from the face-to-face KIIs.

- **Final Cleaned Dataset: F**ollowing completion of the data entry, checks, cleaning, and verification processes with no follow-up remaining, AOs will check through change logs and final datasets for any inconsistencies and finalize a cleaned version of the dataset.

Following production of a final cleaned dataset, AOs will conduct data analysis and triangulation. Data will be aggregated to obtain findings on IDP settlements at the district level.

- **KI Responses:**
  - **Continuous Values:** In dealing with indicators with continuous values, the following steps will take place:
    - **Calculate the** mean value of the estimates reported in the first and second face-to-face KIIs.
    - Calculate a range with the lower threshold being the mean value minus 20% of the mean and the higher threshold being the mean value plus 20% of the mean.
    - If both estimates reported in the first and second face-to-face KIIs fall within the calculated range, the final reported value for this settlement will be the mean value of these estimates.
    - If either of the estimated values reported in the first and second face-to-face KIIs fall outside of this range, follow-up questions for these indicators will be asked in the remote KIIs to verify these estimates. The final reported value for these indicators will be the mean value of estimates collected from all KIIs, face-to-face and remote.
  - **Categorical Values (Select One):** In dealing with indicators with categorical values for select one questions, the following steps will take place:
    - If reported responses in the first and second face-to-face KIIs are the same, the final reported value for this settlement will be the response reported in both face-to-face KIIs.
    - If reported responses in the first and second face-to-face KIIs are different, follow-up questions for these indicators will be asked in the remote KIIs. The final reported value for these indicators will be the response reported in the majority of all KIIs, face-to-face and remote.
    - If there is still no consensus on the reported responses, the response reported by the Community Leader will be the deciding factor.
  - **Categorical Values (Select Multiple):** In dealing with indicators with categorical values for select multiple questions, the final reported response will be the union of the responses reported in both the first and second face-to-face KIIs.
- **Data Analysis (Population Estimates):** From the two face-to-face and two remote KIIs, a total of twelve data points will be collected for indicators relating to population estimates; four data points for estimates on Number of Shelters, four data points for estimates on Number of Households, and four data points for estimates on Number of Individuals. From these, four estimates will be calculated for each of these indicators. First is the estimate from an authority figure, the estimate coming from the Community Leader KI. Second is the average estimate, the average value of the estimates of all the four KIs. Third is the lowest value estimate of all the four KIs. Fourth is the maximum estimate, the largest value estimate of all the four KIs. In triangulation of the population estimates, the estimate from the authority figure, the average value of estimates, and the range between the minimum and maximum estimate values will be compared against data from other agencies collecting population estimates. By comparison, the estimate most consistent across data sources will be utilized.

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[9] See annex for Data Cleaning SOPs

- **Data Analysis (Severity Scores):** For each cluster[10], a severity ranking will be developed with each IDP settlement ranked in regards to the severity of needs for each cluster. Based on the ranking of the severity of needs of the IDP settlements in each district, a district level ranking will be calculated in regards to the severity of needs for each cluster. The method of calculating severity scores for each cluster is to be discussed and determined with CCCM partners.
- **Triangulation:** Following data analysis, AOs will cross-check population estimates with comparable data from other humanitarian bodies and investigate any discrepancies. Data sources will include OCHA reports, IOM-DTM, PRMN, previous REACH IDP Settlement Assessments and other relevant actors. The steps to be taken are as follows:
    - o *Compilation of Population Estimates from Secondary Data Review:* Population estimates from the secondary data review will be compiled into one dataset at the District Level (Village Level where possible). For each source providing population estimates, a short summary will be provided detailing the type of source (government agency, NGO), scope of data collected (Regions, Districts and Populations covered), the level of population estimates (shelters, households, individuals), definition of IDPs (including or not including IDPs within host communities), and the period of data collection.
    - o *Aggregated Estimates from KIIs:* Population estimates on the Number of Shelters, Number of Households, and Number of Individuals for each IDP settlement from the KIIs will be aggregated to the District Level. For each indicator, these estimates will include the Community Leader Estimate, the Average Estimate Minimum Estimate, and the Maximum Estimate. These estimates will be included in the Compilation of Population Estimates.
    - o *Most Consistent Range:* Using all population estimates available for a district, a range from minimum estimate to maximum estimate will be determined for each of the indicators, Number of Shelters, Number of Households, and Number of Individuals through review of population estimates available. Through process of elimination, the most reliable minimum and maximum estimates for Number of Shelters, Number of Households, and Number of Individuals will be used to determine the most consistent range.
    - o *Most Consistent Estimate:* Using all population estimates falling within the most consistent range, estimates will be reviewed based on their similarity to other estimates and the reliability of the source. Through process of elimination, the most consistent estimate for Number of Shelters, Number of Households, and Number of Individuals will be determined. These estimates will be presented to and discussed with the CCCM cluster to determine final population estimates.

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[10] Shelter & NFI, WASH, Health, Nutrition, Education, Food Security, and Protection

4. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	*Assessment Officer*	*Senior Assessment Officer, Country Director*	*CCCM Cluster Coordinator, Impact HQ Research Design Unit*	*Cluster Coordinators, OCHA, Impact HQ Research Design Unit*
Supervising data collection	*REACH Field Officers*	*REACH Field Coordinator*	*Assessment Officer*	*Senior Assessment Officer*
Data processing (checking, cleaning)	*Assessment Officer*	*Senior Assessment Officer*	*GIS Specialist*	*Impact HQ Data Unit*
Data analysis	*Assessment Officer*	*Senior Assessment Officer*	*Country Director, Impact HQ Data Unit*	*CCCM Cluster Coordinator, Cluster Coordinators, Impact HQ Data Unit*
Output production	*Assessment Officer*	*Senior Assessment Officer*	*Country Director, Impact HQ Reporting Unit*	*CCCM Cluster Coordinator, Cluster Coordinators, Impact HQ Reporting Unit*
Dissemination	*Assessment Officer*	*Senior Assessment Officr*	*Country Director, CCCM Cluster Coordinator*	*Country Director, CCCM Cluster Coordinator, Cluster Coordinators*
Monitoring & Evaluation	*Assessment Officer*	*Senior Assessment Officer*	*Impact HQ*	*Country Director*
Lessons learned	*Senior Assessment Officer*	*Country Director*	*All staff involved*	*Country Director, Cluster Coordinators, 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*

5. Data Analysis Plan

Research questions	IN #	Data collection method	Indicator / Variable	Questionnaire Question	Questionnaire Responses	Data collection level
Where are the locations of IDP settlements in the assessed urban areas?	A.01	KI Interview	Localisation - Region	In which region is the assessment being conducted?	Region List	Settlement
	A.02	KI Interview	Localisation - District	In which district is the assessment being conducted?	District List	Settlement
	A.03	KI Interview	Localisation – Village	In which village or neighbourhood is the assessment being conducted?	Village List	Settlement
	A.04	KI Interview	Localisation – Village	If the village is not listed, please give the nearest.	Village List	Settlement
	A.05	KI Interview	Localisation – Village	What is the name of the village or neighbourhood?	Enter text	Settlement
	A.06	KI Interview	Localisation – IDP Settlement Name	What is the local name of the site that is being assessed?	Enter text	Settlement
What is the estimated size of the IDP population in assessed urban areas?	B.01	KI Interview	CCCM - Site Duration	How many months has this site been established for?	Enter integer	Settlement
	B.02	KI Interview	CCCM - Population Estimates	How many shelters are present in this site?	Enter integer	Settlement
	B.03	KI Interview	CCCM - Population Estimates	How many households are present in this site? By household, people living together sharing common resources.	Enter integer	Settlement
	B.04	KI Interview	CCCM - Population Estimates	How many individuals are present in this site?	Enter integer	Settlement
	B.05	KI Interview	CCCM - Site Capacity	If [20% of calculated number of individuals in the site] individuals were to arrive tomorrow, would this site be able to accommodate them?	Yes No	Settlement
What are the displacement trends of IDPs in assessed urban areas?	B.06	KI Interview	CCCM - Displacement	In the past 3 months, how many families have arrived to this site?	Enter integer	Settlement
	B.07	KI Interview	CCCM - Displacement	When did the majority of IDPs arrive to this site?	Less than 1 month ago 1 to 3 months ago 3 to 6 months ago More than 6 months ago	Settlement

	B.08	KI Interview	CCCM - Displacement	In the past 3 months, how many families have departed from this site?	Enter integer	Settlement
	B.09	KI Interview	CCCM - Displacement	When did the majority of IDPs depart from this site?	Less than 1 month ago 1 to 3 months ago 3 to 6 months ago More than 6 months ago	Settlement
	B.10	KI Interview	CCCM - Displacement	What is the first most common region of origin of IDPs?	Region List	Settlement
	B.11	KI Interview	CCCM - Displacement	What is the second most common region of origin for IDPs?	Region List	Settlement
To what extent are basic services available and accessible to IDP settlements in assessed urban areas?	B.12	KI Interview	CCCM - Site Management	Is there an agency responsible for managing this site?	Local authority UN agency Local NGO International NGO Residents themselves Community Leader Gatekeeper Local community No management Other	Settlement
	B.13	KI Interview	CCCM - Site Management	If other, please specify:	Enter text	Settlement
	B.14	KI Interview	CCCM - Participation and Representation	Are there any of the following committees established at the site?	Residents' committee Camp management committee Women's committee Elder meeting WASH committee Health committee Education committee Children's committee No committees Other	Settlement
	B.15	KI Interview	CCCM - Participation and Representation	If other, please specify:	Enter text	Settlement
	B.16	KI Interview	CCCM – Women's Representation	Are women present in committees established at the site?	Yes No	Settlement
	C.01	KI Interview	Risk of Evictions - Land Ownership Type	Who owns the land on which the site is established?	Private owner Local authority / government	Settlement

				Federal government Mixed landownership No owner Do not know Other	
C.02	KI Interview	Risk of Evictions - Land Ownership Type	If other, please specify:	Enter text	Settlement
C.03	KI Interview	Risk of Evictions - Tenure Agreement	Is there an existing land tenure agreement between residents' and the land owner of the site?	Yes No	Settlement
C.04	KI Interview	Risk of Evictions - Tenure Agreement	Is the agreement in written or oral form?	Written Oral	Settlement
C.05	KI Interview	Risk of Evictions - Tenure Agreement	Who holds the land tenure agreement for this site?	Individual families Clan leader Settlement leader Gatekeeper District authorities Landowner None of the above Do not know Other	Settlement
C.06	KI Interview	Risk of Evictions - Tenure Agreement	If other, please specify:	Enter text	Settlement
C.07	KI Interview	Risk of Evictions - Duration of Tenure Agreement	For the land tenure agreement, how often is the tenure agreement renewed?	1 month 3 months 6 months 6 months to 1 year 1 to 2 years More than 2 years No renewal Do not know	Settlement
C.08	KI Interview	Risk of Evictions - Rent Payment	How do residents pay rent in return for residing in this site?	Rent paid in cash Rent paid in work / services Rent paid in goods / humanitarian assistance No rent paid Do not know Rent paid in other way	Settlement
C.09	KI Interview	Risk of Evictions - Rent Payment	If other, please specify:	Enter text	Settlement
C.10	KI Interview	Risk of Evictions - Frequency of Paying Rent	How frequently do residents in this site pay rent?	Daily Weekly Monthly	Settlement

				Every 2 to 3 months More than 3 months Do not know	
C.11	KI Interview	Risk of Evictions - Eviction Notices	In the past 3 months, has this site been issued an eviction notice?	Yes No Do not know	Settlement
C.12	KI Interview	Risk of Evictions - Eviction Notices	If yes, was a specific date set for leaving?	Yes No Do not know	Settlement
C.13	KI Interview	Risk of Evictions - Eviction Notices	In the past 3 months, how many households have been evicted from this site?	Enter integer	Settlement
D.01	KI Interview	Shelter - Shelter Type	What are the most common types of shelters present in this site?	Buul Timber and plastic sheet with CGI roof Shelter constructed using shelter kit CGI sheet wall and roof Mud and stick wall with CGI roof Plywood wall with CGI roof Stone/brick wall with CGI roof: Type 1 Stone/brick wall with CGI roof: Type 2 None of the above	Settlement
D.02	KI Interview	Shelter - Hazards	In the past 3 months, have fires occurred in this site?	Yes No	Settlement
D.03	KI Interview	Shelter - Hazards	In the past 3 months, how many shelters have been destroyed by fires in this site?	Enter integer	Settlement
D.04	KI Interview	Shelter - Hazards	In the past year, has flooding occurred in this site?	Yes No	Settlement
D.05	KI Interview	Shelter - Hazards	In the past years, how many shelters have been destroyed by flooding in this site?	Enter integer	Settlement
D.06	KI Interview	Shelter - Public Lighting	Is there any public lighting throughout the site?	Yes No	Settlement
E.01	KI Interview	NFI - Availability of NFI Markets	Within or around this site, is there access to an NFI and construction materials market?	Yes No	Settlement

	E.02	KI Interview	NFI - NFI Availability	Which of these items are available for purchase at the market(s)?	Food Medicines Hygienic menstruation materials Local construction materials Clothes Sleeping mats Plastic sheets Blankets Jerry cans or buckets Wash basins Cooking utensils Soap Mosquito nets Solar lamp None of the above	Settlement
	E.03	KI Interview	NFI - Access to NFI Markets	For residents of this site, what is the minimum amount of time (in minutes) that it would take to walk to the nearest NFI and construction materials market?	Enter integer	Settlement
	E.04	KI Interview	NFI - Access to NFI Markets	For residents of this site, what is the maximum amount of time (in minutes) that it would take to walk to the nearest NFI and construction materials market?	Enter integer	Settlement
	E.05	KI Interview	NFI - Access to NFI Markets	For any of the following groups, are there any impediments to accessing NFI and construction materials markets?	Women Children Elders (Persons age 60 and more) Persons with difficulty seeing, hearing, or moving around Minorities None of the above	Settlement
	E.06	KI Interview	WASH (Water) - Functional Water Points Available	Within or around this site, how many water sources are present?	Enter integer	Settlement
	E.07	KI Interview	WASH (Water) - Functional Water Points Available	What percentage of these water sources are functional? Flowing regularly and freely	0 to 25% 26 to 50% 51 to 75% 76 to 100%	Settlement
	E.08	KI Interview	WASH (Water) - Availability of Improved Drinking Water Sources	What is the primary source of water for residents in this site? (used for drinking)	Water kiosk Vendors or shop Piped system Protected well	Settlement

				without hand pump Protected well with hand pump Unprotected well Berkad River Water tank and tap Water trucking distribution point Borehole with submersible pump Other	
E.09	KI Interview	WASH (Water) - Availability of Improved Drinking Water Sources	If other, please specify	Enter text	Settlement
E.10	KI Interview	WASH (Water) - Availability of Improved Drinking Water Sources	What is the secondary source of water for residents in this site? (used for drinking)	Water kiosk Vendors or shop Piped system Protected well without hand pump Protected well with hand pump Unprotected well Berkad River Water tank and tap Water trucking distribution point Borehole with submersible pump Other	Settlement
E.11	KI Interview	WASH (Water) - Availability of Improved Drinking Water Sources	If other, please specify	Enter text	Settlement
E.12	KI Interview	WASH (Water) - Availability of Improved Domestic Water Sources	What is the main domestic water source? (used for cooking, cleaning, bathing, NOT for agriculture or livestock)	Water kiosk Vendors or shop Piped system Protected well without hand pump Protected well with hand pump Unprotected well Berkad River Water tank and tap Water trucking distribution point Borehole with submersible pump Other	Settlement

E.13	KI Interview	WASH (Water) - Availability of Improved Domestic Water Sources	If other, please specify	Enter text	Settlement
E.14	KI Interview	WASH (Water) - Water Treatment	Do residents in this site treat their water?	Yes No	Settlement
E.15	KI Interview	WASH (Water) - Water Treatment	How do they treat water?	Boiling Cloth filter Other kind of filter (membrane, ceramic, or commercial filter) Chlorine tablets/aquatabs Other	Settlement
E.16	KI Interview	WASH (Water) - Water Treatment	If other, please specify	Enter text	Settlement
E.17	KI Interview	WASH (Water) - Access to Water Sources	For residents of this site, what is the minimum amount of time (in minutes) that it would take to walk to the nearest working water source?	Enter integer	Settlement
E.18	KI Interview	WASH (Water) - Access to Water Sources	For residents of this site, what is the maximum amount of time (in minutes) that it would take to walk to the nearest working water source?	Enter integer	Settlement
E.19	KI Interview	WASH (Water) - Access to Water Sources	For any of the following groups, are there any impediments to accessing water sources?	Women Children Elders (Persons age 60 and more) Persons with difficulty seeing, hearing, or moving around Minorities None of the above	Settlement
	KI Interview	WASH (Sanitation) - Access to functional toilets	How many of the following are on site and functioning:	Note	Settlement
E.20	KI Interview	WASH (Sanitation) - Access to functional toilets	Male toilets	Enter integer	Settlement
E.21	KI Interview	WASH (Sanitation) - Access to functional toilets	Female toilets	Enter integer	Settlement
E.22	KI Interview	WASH (Sanitation) - Access to functional toilets	Non-gendered toilets	Enter integer	Settlement
E.23	KI Interview	WASH (Hygiene) - Access to Bathing Facilities	Bathing facilities	Enter integer	Settlement

	E.24	KI Interview	Hygiene - Access to Handwashing Facilities	What percentage of toilets have handwashing facilities?	0 to 25% 26 to 50% 51 to 75% 76 to 100%	Settlement
	E.25	KI Interview	WASH (Sanitation) - Access to toilets with locks	What percentage of toilets have locks on the inside?	0 to 25% 26 to 50% 51 to 75% 76 to 100%	Settlement
	E.26	KI Interview	WASH (Sanitation) - Access to toilets with lights	What percentage of toilets have internal lighting?	0 to 25% 26 to 50% 51 to 75% 76 to 100%	Settlement
	E.27	KI Interview	WASH (Sanitation) - Frequency of desludging	How frequently does desludging of latrines occur?	Not at all Daily Weekly 1 to 3 months 3 to 6 months 1 to 2 years More than 2 years Do not know	Settlement
	E.28	KI Interview	WASH (Sanitation) - Presence of Open Defecation	Is faecal matter visible around households or within the settlement?	Yes No	Settlement
	E.29	KI Interview	WASH (Sanitation) - Disposal of Solid Waste	How is solid waste mainly disposed of by residents of this site?	Household or communal covered pit Burial if in designated areas far from houses and water sources In open Burning - near or far from home None of the above Do not know Other	Settlement
	E.30	KI Interview	WASH (Sanitation) - Access to Latrines	For residents of this site, what is the minimum amount of time (in minutes) that it would take to walk to the nearest latrine?	Enter integer	Settlement
	E.31	KI Interview	WASH (Sanitation) - Access to Latrines	For residents of this site, what is the maximum amount of time (in minutes) that it would take to walk to the nearest latrine?	Enter integer	Settlement
	E.32	KI Interview	WASH (Sanitation) - Access to Latrines	For any of the following groups, are there any impediments to accessing latrines?	Women Children Elders (Persons age 60 and more) Persons with difficulty seeing, hearing, or moving around Minorities	Settlement

				None of the above	
E.33	KI Interview	WASH (Hygiene) - Access to Bathing Facilities	For residents of this site, what is the minimum amount of time (in minutes) that it would take to walk to the nearest bathing facility?	Enter integer	Settlement
E.34	KI Interview	WASH (Hygiene) - Access to Bathing Facilities	For residents of this site, what is the maximum amount of time (in minutes) that it would take to walk to the nearest bathing facility?	Enter integer	Settlement
E.35	KI Interview	WASH (Hygiene) - Access to Bathing Facilities	For any of the following groups, are there any impediments to accessing bathing facilities?	Women Children Elders (Persons age 60 and more) Persons with difficulty seeing, hearing, or moving around Minorities None of the above	Settlement
E.36	KI Interview	Health - Access to Health Facilities	Within or around this site, what types of health facilities are available?	First aid post Pharmacy District hospital Mobile clinic Private clinic NGO clinic Government run clinic None of the above Other	Settlement
F.01	KI Interview	Health - Access to Health Facilities	If other, please specify:	Enter text	Settlement
F.02	KI Interview	Health - Access to Health Services	Within or around this site, what types of health services are available?	Basic primary healthcare Vaccinations Child healthcare Maternal healthcare Nutrition counselling / services Mental health services Other	Settlement
F.03	KI Interview	Health - Access to Health Services	If other, please specify:	Enter text	Settlement
F.04	KI Interview	Health - Health Problems	What types of health problems are common amongst residents in this site?	Malaria Fever Acute watery diarrhoea /	Settlement

				Cholera Respiratory problems Malnutrition (diagnosed by qualified health or nutrition practitioner) Gastrointestinal problems Injuries/Wounds Measles Other	
F.05	KI Interview	Health - Health Problems	If other, please specify:	Enter text	Settlement
F.06	KI Interview	Health - Health Personnel for Women Giving Birth	Are women giving birth while attended by skilled health personnel (trained midwife, doctor, nurse)?	Yes No	Settlement
F.07	KI Interview	Health - Access to Health Facilities	For residents of this site, what is the minimum amount of time (in minutes) that it would take to walk to the nearest health facility?	Enter integer	Settlement
F.08	KI Interview	Health - Access to Health Facilities	For residents of this site, what is the maximum amount of time (in minutes) that it would take to walk to the nearest health facility?	Enter integer	Settlement
F.09	KI Interview	Health - Access to Health Facilities	For any of the following groups, are there any impediments to accessing health facilities?	Women Children Elders (Persons age 60 and more) Persons with difficulty seeing, hearing, or moving around Minorities None of the above	Settlement
G.01	KI Interview	Nutrition - Access to Nutrition Services	Within or around this site, where do residents go for nutrition services?	Stabilization Centre (SC) Outpatient Therapeutic Care Programme (OTP) Targetted Supplementary Feeding Programme (TSFP) Blanket Supplementary	Settlement

				Feeding programme (BSFP) Wet Feeding; Infant and Young Child Feeding (ICYF) Micronutrient Supplementation None of the above Other	
G.02	KI Interview	Nutrition - Access to Nutrition Services	If other, please specify:	Enter text	Settlement
G.03	KI Interview	Nutrition - Access to Nutrition Services	In this site, have you ever seen residents with the following:	MUAC tape Ready-to-Use Therapeutic Food and Supplementary Food (RUTF & RUSF) (example: Plumput'Nut, Plumpy'Sup) Super Cereal Plus Therapeutic milk products (F75 or F100) None of the above	Settlement
G.04	KI Interview	Nutrition - Access to Nutrition Services	For residents of this site, what is the minimum amount of time (in minutes) that it would take to walk to the nearest nutrition service?	Enter integer	Settlement
G.05	KI Interview	Nutrition - Access to Nutrition Services	For residents of this site, what is the maximum amount of time (in minutes) that it would take to walk to the nearest nutrition service?	Enter integer	Settlement
G.06	KI Interview	Nutrition - Access to Nutrition Services	For any of the following groups, are there any impediments to accessing nutrition services?	Women Children Elders (Persons age 60 and more) Persons with difficulty seeing, hearing, or moving around Minorities None of the above	Settlement
H.01	KI Interview	Education - Access to Learning Facilities	Within or around this site, what types of schools or learning	Primary Secondary Quoranic	Settlement

			facilities are available with children attending classes regularly?	Basic Literacy and Numeracy Classes	
H.02	KI Interview	Education - Access to Learning Facilities	If other, please specify:	Enter text	Settlement
H.03	KI Interview	Education - Access to Learning Facilities	What percentage of these schools or learning facilities have gender segregated latrines?	0 to 25% 26 to 50% 51 to 75% 76 to 100%	Settlement
H.04	KI Interview	Education - Access to Learning Facilities	What percentage of these schools or learning facilities have fences and clear demarcation?	0 to 25% 26 to 50% 51 to 75% 76 to 100%	Settlement
H.05	KI Interview	Education - Access to Learning Facilities	For residents of this site, what is the minimum amount of time (in minutes) that it would take to walk to the nearest school or learning facility?	Enter integer	Settlement
H.06	KI Interview	Education - Access to Learning Facilities	For residents of this site, what is the maximum amount of time (in minutes) that it would take to walk to the nearest school or learning facility?	Enter integer	Settlement
H.07	KI Interview	Education - Access to Learning Facilities	For any of the following groups, are there any impediments to accessing schools or learning facilities?	Women Children Elders (Persons age 60 and more) Persons with difficulty seeing, hearing, or moving around Minorities None of the above	Settlement
I.01	KI Interview	Food Security - Access to Food Sources	What is the primary source of food for most residents in this site?	Market purchases Household production Own livestock Fishing / Foraging / Hunting Food assistance from NGO aid Food assistance from government aid Gifts from family / friends / neighbors Borrowing/Debts Trade for labour Other	Settlement

I.02	KI Interview	Food Security - Access to Food Sources	If other, please specify	Enter text	Settlement
I.03	KI Interview	Food Security - Access to Food Sources	What is the secondary source of food for most residents in this site?	Market purchases Household production Own livestock Fishing / Foraging / Hunting Food assistance from NGO aid Food assistance from government aid Gifts from family / friends / neighbors Borrowing/Debts Trade for labour Other	Settlement
I.04	KI Interview	Food Security - Access to Food Sources	If other, please specify	Enter text	Settlement
I.05	KI Interview	Food Security - Land Usage	Are the majority of residents in this site involved in day labor or agro-pastoralist activities?	Daily wage labour Pastoralism Livestock None of the above	Settlement
I.06	KI Interview	Food Security - Livelihood	Is there land available to residents in this site for raising livestock?	Yes No	Settlement
I.07	KI Interview	Food Security - Land Usage	Is there land available to residents in this site for agriculture / cultivation purposes?	Yes No	Settlement
I.08	KI Interview	Food Security - Land Usage	Within or around this site, is there access to a food market?	Yes No	Settlement
I.09	KI Interview	Food Security - Access to Food Markets	For residents of this site, what is the minimum amount of time (in minutes) that it would take to walk to the nearest food market?	Enter integer	Settlement
I.10	KI Interview	Food Security - Access to Food Markets	For residents of this site, what is the maximum amount of time (in minutes) that it would take to walk to the nearest food market?	Enter integer	Settlement
I.11	KI Interview	Food Security - Access to Food Markets	For any of the following groups, are there any impediments to accessing food markets?	Women Children Elders (Persons age 60 and more) Persons with	Settlement

					difficulty seeing, hearing, or moving around Minorities None of the above	
J.01	KI Interview	Protection - Covered Shared Community Spaces	Are there any covered shared site spaces in the site?	Yes No		Settlement
J.02	KI Interview	Protection - Spaces for Women and Girls	Is there a designated space where women and girls can gather (women's center, women's and girls' safe space, etc.) in this site?	Yes No		Settlement
J.03	KI Interview	Protection - Child Friendly Spaces	Are there any child friendly spaces in this site where children can meet and play with or without supervision (park, gym, playground, etc.)?	Yes No		Settlement
J.04	KI Interview	Protection - Types of Incidents Occurring	In the past 3 months, what are the types of incidents that have occurred in this site?	Armed violence Incidents due to UXO Disappearances Gender based violence Arrests and detention Abductions Displacement Forced military recruitment Friction between community and surrounding host communities Violence during aid distribution Exploitation and abuse related to access to assistance Cases of unaccompanied and separated children Land grabbing Destruction of property Denied access to justice None of the above Other		Settlement
J.05	KI Interview	Protection - Types of Incidents Occurring	If other, please specify:	Enter text		Settlement

J.06	KI Interview	Protection - Types of Incidents Occurring	In the past 3 months, have you heard of any of the following safety and security incidents occurring in this site:	In shelters When leaving settlement/town On the way or at NFI markets On the way or at food markets On the way or at water sources On the way or at latrines On the way or at bathing facilities On the way or at schools or education facilities On the way or at health facilities At humanitarian aid distribution points No answer	Settlement
J.07	KI Interview	Protection - Restrictions to movement	Are there restrictions of movement during the day?	Yes No	Settlement
J.08	KI Interview	Protection - Restrictions to movement	Are there restrictions of movement during the night?	Yes No	Settlement
K.01	KI Interview	AAP - Support Provided	In the past 3 months, have any of the following activities taken place in this site?:	Provision of shelter kits Provision of NFI kits/items Provision of food distribution Construction / rehabilitation of water sources Construction / repair of latrines Distribution of hygiene kits (jerry cans for storage / transport, soap / hygienic menstrual materials) Cash distribution Nutrition counselling MUAC screening Distribution of therapeutic foods or nutritional supplements Awareness campaign advocating	Settlement

				proper WASH practices Vaccination campaigns or any other health-related campaigns	
K.02	KI Interview	AAP - Support Provided	If other, please specify:	Enter text	Settlement
K.03	KI Interview	AAP - Access to Support	For any of the following groups, are there any impediments to accessing support activities?	Women Children Elders (Persons age 60 and more) Persons with difficulty seeing, hearing, or moving around Minorities None of the above	Settlement
K.04	KI Interview	AAP - Information on Services	What are the main sources of information from which residents in this site receive information on humanitarian services?	Television Radio Newspapers Internet Friends / Neighborhood / Family Community / Religious Leaders Aid Workers UN / International / Local NGO None of the above Other	Settlement
K.05	KI Interview	AAP - Access to Information on Services	If other, please specify:	Enter text	Settlement
K.06	KI Interview	AAP - Access to Information on Services	What are the main sources of information from which persons with difficulty seeing, hearing or moving around in this site receive information on humanitarian services?	Posters Radio Word of mouth Meetings in person Community meetings None of the above Other	Settlement
K.07	KI Interview	AAP - Access to Feedback Mechanisms	If other, please specify:	Enter text	Settlement
K.08	KI Interview	AAP - Access to Feedback Mechanisms	What are the main problems experienced by residents in the delivery of humanitarian assistance	Fighting between recipients Not enough for all entitled Distribution was interrupted by an	Settlement

				attack Assistance was physically too heavy or bulky for the vulnerable in the community to take Some population groups not receiving aid Non-affected groups are demanding humanitarian assistance Political interference in distribution of aid Assistance did not respond to the actual needs Exploitation of recipients Insufficient instruction on how to use items received Presence of armed actors Extortion of assistance None of the above Other	
K.09	KI Interview	AAP - Barriers to Accessing Services	If other, please specify:	Enter text	Settlement
K.10	KI Interview	AAP - Barriers to Accessing Services	Is there a mechanism in place for residents in this site to provide feedback?	Yes No	Settlement
K.11	KI Interview	AAP - Barriers to Accessing Services	For any of the following groups, are there any impediments to accessing feedback mechanisms?	Women Children Elders (Persons age 60 and more) Persons with difficulty seeing, hearing, or moving around Minorities None of the above	Settlement
K.11	KI Interview	AAP - Barriers to Accessing Services	What are the different languages spoken by residents in this site?	Standard/ Northern Somali Benaadir Somali Maay Somali Arabic English Italian	Settlement

					Bravanese (Chimwiini/ Chimbalazi) Kibajuni Mushunguli Somali Sign Language None of the above Other	
	L.01	Direct Observation	Observation - Verification	(Observation) Have you seen any shelters damaged?	Yes No	Settlement
	L.02	Direct Observation	Observation - Verification	(Observation) Have you seen any faecal matter around shelters?	Yes No	Settlement
	L.03	Direct Observation	Observation - Verification	(Observation) Have you seen any burning of waste?	Yes No	Settlement
	L.04	Direct Observation	Observation - Verification	(Observation) Have you seen any public lighting?	Yes No	Settlement
	L.05	Direct Observation	Observation - Verification	(Observation) Is there a main access road leading to the IDP settlement?	Yes No	Settlement
	L.06	Direct Observation	Observation - Verification	(Observation) Is there a secondary access road leading to the IDP settlement?	Yes No	Settlement
Where are the locations of IDP settlements in the assessed urban areas?	**L.07**	Direct Observation	Localisation	Take the GPS reading for the community. If inside, please go outside the entrance to record the coordinates. Wait for the accuracy to drop below 5 metres before continuing.	GPS	Settlement

6. Data Management Plan

Detailed Data Management Plan is available upon request.

7. Data Cleaning SOPs

Following data collection in the field, the following procedure will be implemented to prepare raw data for analysis. The raw data will consist of **survey data on IDP settlements from face-to-face KIIs** conducted by enumerators on the day of data collection and **survey data on IDP settlements from remote KIIs** conducted by Field Officers after the face-to-face KIIs for those IDP settlements are conducted. The final output will consist of **one cleaned de-identified dataset at the settlement level,** with data from the face-to-face and remote KIIs for each IDP settlement on the same row, and **change-logs** for any changes made to the dataset in the process of data checks and cleaning.

Post Data Collection:

Post data collection in the field, the following steps will take place:

1. **At the end of every day of data collection**, enumerators will upload survey data for all face-to-face KIIs conducted to the UNHCR KoBo server. Field Officers will oversee enumerators to ensure that this is done on a daily basis.
2. **After data is uploaded,** the Senior Database Officer will download the raw data from the UNHCR KoBo server. The Senior Database Officer is the only person authorized to do so.
3. In preparing the raw data for analysis, the **Senior Database Officer** will conduct the following processes:
    a. Check for and remove duplicates in the raw data to **ensure that all observations are unique**.
    b. *Raw Dataset for Spatial Verification*: Generate a copy of the raw dataset with only data columns for UUID, Localisation, and GPS coordinates. Data columns to be included are as shown below:
        - UUID <_uuid>
        - Localisation
            - Region Name <localisation_region>
            - District Name <localisation_district>
            - Village Name <localisation_settlement>
            - Nearest Village <localisation_settlement_nearest>
            - Local Name of Settlement <localisation_settlement_name_local>
        - GPS Coordinates
            - Latitude <observation_gps_latitude>
            - Longitude <observation_gps_longitude>
            - Altitude <observation_gps_altitude>
            - Precision <observation_gps_precision>
    c. *De-identified Raw Dataset*: Generate a copy of the raw dataset with data columns containing identifying information removed. Data columns to be removed are as shown below:
        - Key Informant Information
            - Name <ki_name>
            - Contact Phone Number <ki_contact>
            - Gender <ki_gender>
            - Role in Site <ki_role>
        - Key Informant Referral Information
            - Name <ki_referral_name>
            - Contact Phone Number <ki_ referral_contact>
            - Gender <ki_ referral_gender>
            - Role in Site <ki_ referral_role>
        - GPS Coordinates
            - Latitude <observation_gps_latitude>
            - Longitude <observation_gps_longitude>
            - Altitude <observation_gps_altitude>
            - Precision <observation_gps_precision>

Field Officer Data Checks and Cleaning:

After download and preparation of the raw datasets, the **Senior Database Officer** will conduct the following processes:

1. Run the R script developed to implement required main checks on the dataset (Main Checks explained in detail in the next paragraph). Outputs of the R script are as follows:
   a. **Issues Log:** A log listing each specific case where checks have found a discrepancy in the dataset. For example, one KII may have several discrepancies found in the checks resulting in several rows showing up in the issues log. Each specific case will include a comment to the Field Officer on how to address the issue.
   b. **Log of Verification Questions:** A log of verification questions for each IDP settlement to be followed up on in the Remote KIIs. Based on discrepancies found during the checks in the R script, some questions asked in the face-to-face KII will be asked again in the Remote KII for verification purposes.
2. Disaggregate the ***De-Identified Raw Dataset***, ***Issues Log*** and ***Log of Verification Checks*** into Districts.
3. Send each ***District Disaggregated Dataset*** and ***Issues Log*** to the respective Field Officer in charge of coordinating data collection activities in these districts. Data sets held by Field Officers will continuously increase as new data arrives.
4. Upload each ***Log of Verification Checks*** as item sets to the Remote KII KoBo tool.

After receiving the ***District Disaggregated Dataset*** and ***Issues Log***, **Field Officers** will conduct the following processes:

1. **Copy of De-Identified Raw Dataset:** Save copies of the de-identified raw datasets before conducting any data checks and cleaning.
2. **Data Checks (Macro Tool):** Using the macro-enabled excel cleaning tool, check for and investigate any discrepancies in the dataset. Main Checks to be conducted are as follows:
   a. **Contradiction Checks:** Instances in the dataset where reported answers contradict other reported answers. For example, *Number of Individuals* reported is less than the *Number of Families*. To address these issues, verify by asking these questions in the Remote KII.
   b. **Observation Checks:** Instances in the dataset where reported answers contradict direct observations of the enumerators. For example, KI reported *No Public Lighting Present* but the enumerator reported *Observed Public Lighting*. To address these issues, verify by asking these questions in the Remote KII.
   c. **Outlier Checks:** Instances in the dataset where continuous values deviate significantly from the average. For example, *Number of Water Sources* reported is 1,000 whereas the *Average Number of Water Sources* is 200. To address these issues, verify by asking these questions in the Remote KII.
   d. **Disagreement Checks:** Instances in the dataset where answers reported by the First Face-To-Face KI are different from the Second Face-To-Face KI. For example, the first KI reported *No Access To NFI Markets* and the second KI reported *Access To NFI Markets*. To address these issues, verify by asking these questions in the Remote KII.
   e. **More than Three Responses Checks:** Instances in the dataset where enumerators are found to be reporting more than three responses for select multiple choices significantly more than other enumerators. To address these issues, discuss with enumerators to make sure it is understood how to ask these questions to a KI and how to collect responses.
   f. **Do not know / No answer Checks:** Instances in the dataset where enumerators are found to be commonly reporting *Do not know / No answer* for select multiple choices significantly more than other enumerators. To address these issues, discuss with enumerators to make sure it is understood how to ask these questions to a KI and how to collect responses.
   g. **Other Response Checks:** Instances in the data where enumerators selected *Other option* and entered a text response to explain an option. To address these issues, review and translate the text response and make the necessary changes in the dataset.
   h. **Any other Checks:** All other potential issues in the dataset based on the situational knowledge and experience of the Field Officer to be addressed as necessary and recorded in the cleaning log.
3. **Data Checks (Issues Log):** In addition to the Macro Tool, using the ***Issues Log,*** check for and investigate any discrepancies in the dataset.
4. **Data Cleaning:** Following data checks, using the macro-enabled excel cleaning tool, clean the dataset as necessary.
5. **Change Log:** Update the change log recording any changes made to the dataset and justification for the changes made over the course of data checks and cleaning.

6. **Spatial Verification Checks:** Using a webmap application, spatially verify GPS points recorded in the face-to-face KIIs. Based on investigation, flag entries deemed suspicious for the GIS Specialist to review later on. Spatial Verification checks to be conducted are as follows:
   a. **Inconsistent Region and District:** Instances in the dataset where GPS coordinates recorded for the settlement exist outside the spatial boundary of the District entered for the settlement. To address this issue, correct the Region and/or District as necessary recording the change in the change log. If additional GIS support is needed, flag as an issue for the GIS Specialist to address.
   b. **Inconsistent Settlement**: Instances in the dataset where GPS coordinates recorded for the settlement do not exist within close spatial proximity to the GPS coordinates recorded for that settlement in the previous round of DSA. To address this issue, check and investigate with the enumerators as necessary, and if possible, the KI and correct the Settlement Name as necessary recording the change in the change log. If additional GIS support is needed, flag as an issue for the GIS Specialist to address.
   c. **Inconsistent KII Locations:** Instances in the dataset where GPS coordinates recorded for the two KIIs of the settlement do not exist within close spatial proximity of each other. To address this issue, check and investigate with the enumerators as necessary. If additional GIS support is needed, flag as an issue for the GIS Specialist to address.
   d. **Potential Duplication:** Instances in the dataset where GPS coordinates recorded for a settlement is overlapping with or exists within too close of a spatial proximity to the GPS coordinates recorded for another settlement. To address this issue, check and investigate with the enumerators as necessary. If additional GIS support is needed, flag as an issue for the GIS Specialist to address.
7. **Additional Verification:** Verify any discrepancies within the data that require additional verification as discovered in the Main Checks in the **Post Remote KIIs**.
8. **Following Data Checks and Cleaning**, send *Cleaned Datasets* and *Change-Logs* to the **Senior Database Officer** and the **Assessment Officer**.

GIS Spatial Verification:

After Data Checks and Cleaning have been conducted by the Field Officers, the **Senior Database Officer** will relay onto the GIS Specialist any additional spatial verification checks as required sending a subset of the *Raw Dataset for Spatial Verification* of UUIDs that need to be checked. As in the Field Officer Data Checks and Cleaning, there are four possible **spatial verification checks (Inconsistent Region and District, Inconsistent Settlement, Inconsistent KI Locations, Possible Duplication)**. As flagged by the Field Officers, the GIS Specialist will conduct these checks.

Following GIS Spatial Verification, the GIS Specialist will generate and send the Senior Database Officer the *Dataset with Spatial Verification checks* on the conducted spatial verification checks. Data columns to be included shown below.

- UUID
- Localisation (As determined by Spatial Verification Checks)
  - Region Name <localisation_region>
  - District Name <localisation_district>
  - Village Name <localisation_settlement>
- Spatial Verification Checks
  - Inconsistent Region and District: Value of *Clear* or *Not Clear*
  - Inconsistent Settlement: Value of *Clear* or *Not Clear*
  - Inconsistent KI Locations: Value of *Clear* or *Not Clear*
  - Potential Duplication: Value of *Clear* or *Not Clear*

The **Senior Database Officer** will merge the dataset with spatial verification checks with the dataset from the data checks and cleaning.

Using Web Map:

Basic web application will be circulated at the end of each day's data collection so we can see the overall progress of data collection. You'll see the number of surveys collected from each location in a popup box. and once you click the box you'll see the disaggregated surveys come under that location. E.g. if 100 Surveys were collected from Hargeisa city at the top I'll see box with 100 and once I click I'll see where these 100 belong.

Based on our methodology we're expecting to receive two surveys from each site so we'll need to go through the map from top to down and see if some potential duplication exists or if single survey is taken from one site. Along with your daily check final spatial verification comments from the GIS will be shared.

Zoom in and out to see the full map.

Total number of surveys in that area will be shown in a popup box.

This will help to measure the distance between two surveys.

Every time you go deeper to the map this show the big picture.

uuid

7681d427-ab5a-4ffb-8317-941c276725a8
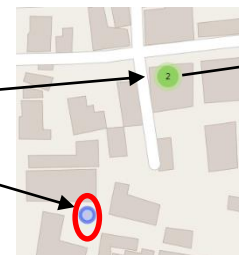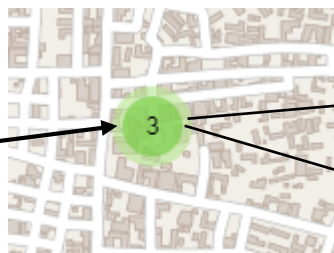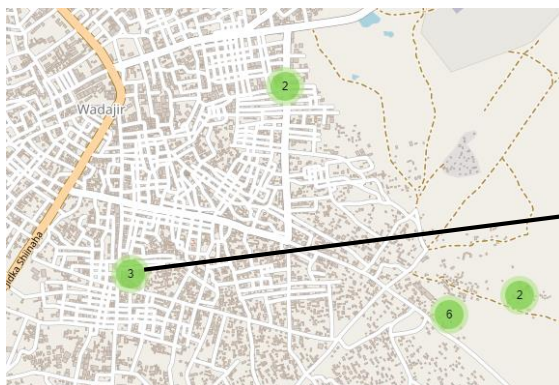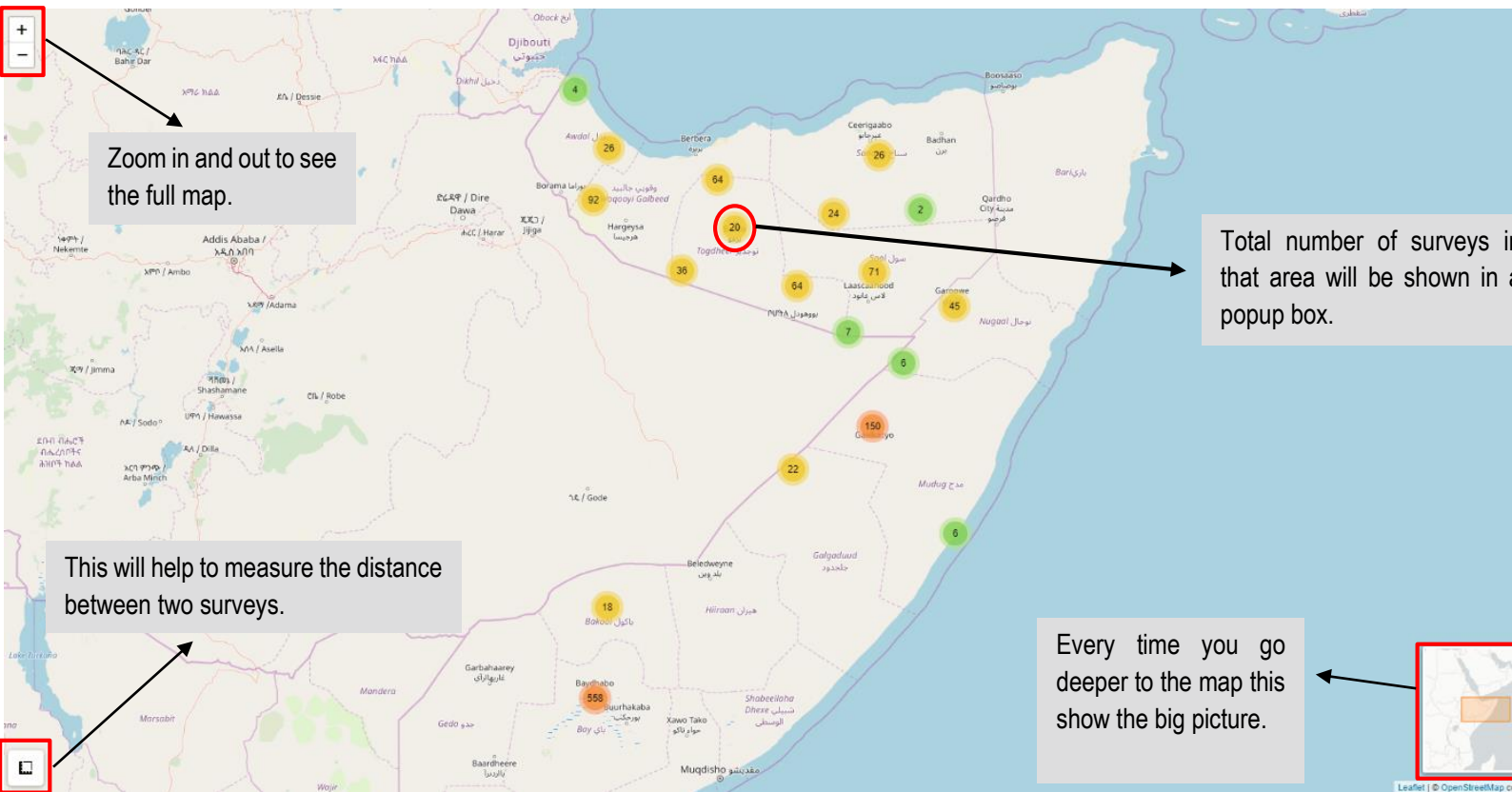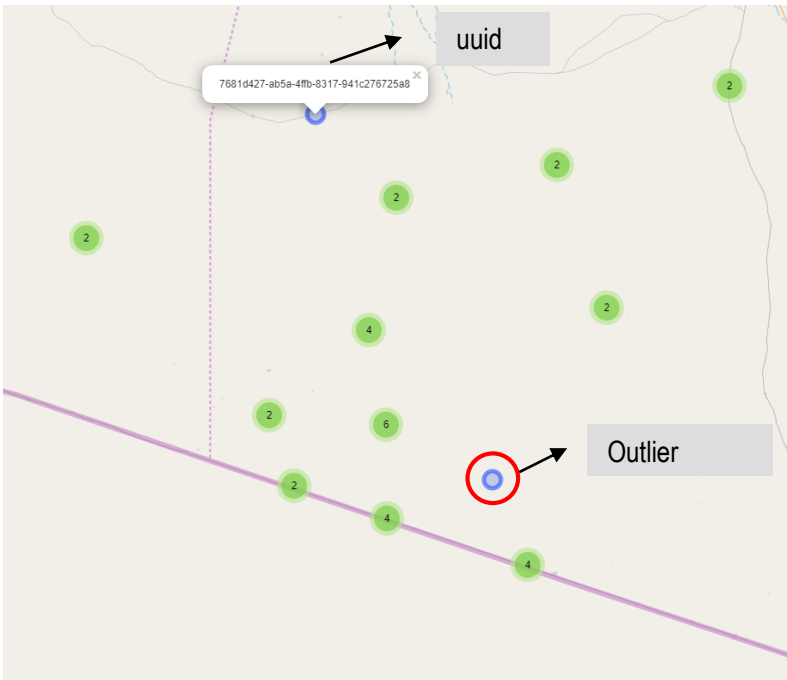
Outlier

Detecting Missing/Duplicated Points:
For instance, if one is collected from one site you can see it as standing alone blue dot in the map as shown in the outlier. So you can click it and see the uuid and then copy it so you can find it from the raw data.

2

3

✓ Two surveys are collected from the same location.

✗ Three surveys are collected from the same location.

Measure distances and areas

Last point
09° 14' 13.17" N / 45° 17' 23.15" E
9.236993 / 45.289764

Path distance 9,948 Meters (6.18 Miles)

⊗ Cancel ⊘ Finish measurement
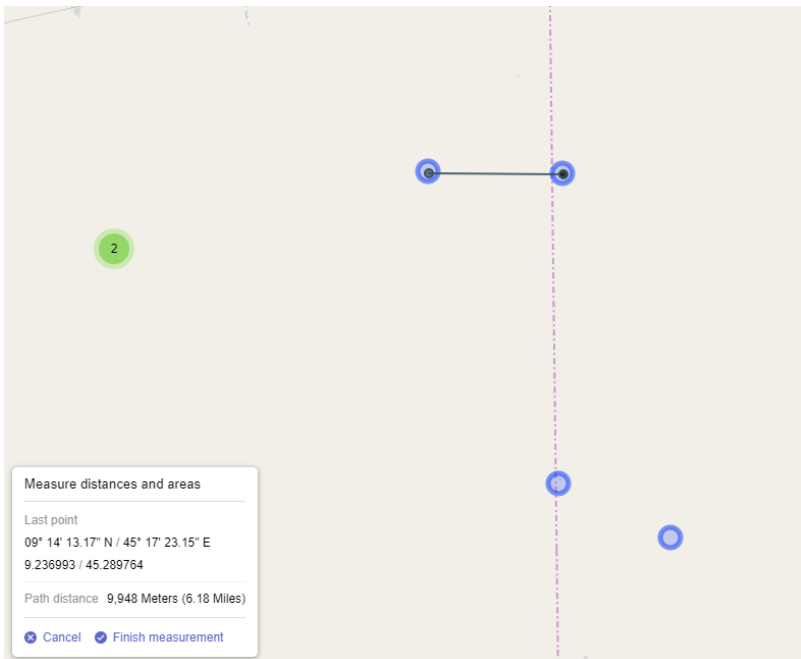
Measure the distance between two surveys:
For instance, if the two surveys taken from one site are too far from each other you can measure the distance by using the lower left button.

Pre Remote Key Informant Interviews:

Prior to the Remote Key Informant Interviews, the **Senior Database Officer** will conduct the following processes:

1. Using an R script, generate an Item Set indicating the UUID, the name of the referred KI, the contact information of the referred KI, the number of verification questions to be asked in the Remote KII, a code indicating which verification questions will be asked in the remote KII, and an additional UUID specifically for the Remote KIIs.
2. Upon completion of data collection for a region, upload and constantly update Item Sets for the Remote KII tool on the UNHCR KoBo server.
3. To each Field Officer, send a list of UUIDs linked to the settlements in the districts they are in charge of.
4. Note: For data protection purposes, the KoBo tool for the remote KIIs is designed so that only the Senior Database Officer will be in possession of the remote KI's name and contact information. In the remote KII, Field Officers will enter a UUID, provided by the Field Officer, into the KoBo form, and only then will the name and contact information of the referral KI appear thus ensuring that their information is protected.

Remote Key Informant Interviews:

Following completion of data collection in a region, the **Field Officer** in charge of these regions will conduct the following processes:

1. After receiving the list of UUIDs for the remote KIIs from the Senior Database Officer, conduct the remote KIIs via telephone.
2. Remote KIIs will consist of the following questions:
   a. Population Estimates
      - Number of Shelters
      - Number of Households
      - Number of Individuals
   b. Verification Questions
      - Questions on any discrepancies for indicators that came up during Data Checks and Cleaning
3. Upload survey data from the remote KIIs to the UNHCR KoBo server.

Post Remote Key Informant Interviews:

Following Remote KIIs, the following steps will take place:

1. **After data is uploaded,** the Senior Database Officer will download the raw data for the remote KIIs from the UNHCR KoBo server. The Senior Database Officer is the only person authorized to do so.
2. Using an R script, the raw data for the remote KIIs will be cleaned with any changes made automatically recorded in a change-log.
3. From the UUID, the Senior Database Officer will merge the cleaned data from the remote KIIs onto the cleaned data from the face-to-face KIIs.
4. Following this, the Senior Database Officer will send the cleaned datasets and change-logs to the Assessment Officer.

Assessment Officer Data Checks and Cleaning:

After receiving the cleaned datasets and change-logs from the Senior Database Officer, Assessment Officers will conduct a second check on the data. This will involve double-checking that all main checks have been conducted and review of the change-log to ensure that the dataset has been cleaned as necessary. Following the Remote KIIs, discrepancies between responses will be triangulated to assess the most accurate response for the indicator.

Post Data Checks and Cleaning:

Following confirmation that data checks and cleaning have been conducted as necessary, Assessment Officers will proceed to conduct analysis of the data as necessary.

Daily Data Preparation:

NOTE: The daily dataset received will contain a running log of all data until the point of download. Which means the data field officers receive today contains entries from yesterday as well.

We cannot use the date filter every time. The standardized approach that will facilitate filtering the newly added survey data is as follows:

1. Download the Newly_Data_Tool excel sheet
2. Open the raw data set you receive on that day
3. Copy that data into the Newly Data Tab of the Newly_Data_Tool
4. Copy the uuid from your cleaning tool and paste it into the uuid sheet of the Newly_Data_Sheet
5. Paste this formula into the last column of your New Data tab (**in this case it should be ACD2**)
   =MATCH(OZ2,uuid!A2:A464,0)
6. Filter the result number into **#N/A** which means the new data that has not match your cleaning log data.
7. Copy that filtered data into your cleaning tool (Macro-Tool).

Checks for FO and AO

- From here, go through the data cleaning vertically and horizontally to ensure everything else is accurate
- Familiarize yourself with the data collection tool i.e. know how the tool logics – relevance and constraints, work.
- Have the last version of the tool opened next to you in order to understand what each question stands for.
- Be ready to perform sort and filter a million times! Pivots could aid the process or would be an alternative.
- Follow the column structure as it is – It is not advisable to skip any column to check later.
- You can print several copies of the SOP to keep track of the questions checked
- Look at things based on the specific context of work i.e. urban vs rural, IDP vs HC, riverine vs non-riverine and household size, etc.
- Inspect if one enumerator is reporting the same answers repeatedly
- Conduct the data checks on daily basis, and share the feedback with AO/GIS.
- Check all other values in the dataset – please do translations if needed. Also inform enumerators NOT to report in other when the answers can be found in the questionnaire.

Check	Description	Cell(s)	Question / Calculation	Action
Check Form Time	Sort the time taken from **Lowest** to **Highest** or **A** to **Z** to check which surveys are filled in short time and which surveys are filled in longer periods, then highlight the feedback marked per enumerator in your notebook to brief the enumerators about it and advise accordingly.			
Survey Version	Check that the enumerator is using the most recent version of the survey form.	X__version__	X__version__!="vXYYFiAj6JH7pRfaoWJUnV"	Investigate and inform enumerators to make sure they are using the most recent version of the survey form.
Completion	Check that the enumerator completed the interview.			Investigate and inform enumerators to make sure they complete interviews.
Duplicate Survey	Check that survey is not a duplicate.			Investigate and remove duplicates.

Consent	Check that respondent provided consent.	consent	consent!="yes"	Investigate and inform enumerators to only continue interview if respondent has provided consent.
Key Informant – Community Leader	Check that most key informants are 'Community Leader', 'Gate Keeper' or 'Camp / Site Manager'.	ki_role	ki_role != 'ki_role_1' & ki_role != 'ki_role_2' & ki_role != 'ki_role_3'	Investigate and inform enumerators to reach out to Community Leaders, Camp / Site Managers, and Gate Keepers for the community leader KII.
Key Informant - Women's Representative	Check that women's representative key informants are female.	ki_gender	ki_gender != 'female'	Investigate and inform enumerators to reach out to females for the women's representative KII.
Key Informant - Displacement Status	Check that key informants are mostly IDPs	ki_status	ki_status != 'ki_status_1'	Ensure that enumerators are reaching out to IDP settlements.
Contradiction: Population Estimates – Families to Shelters	Check that number of families is more than or equal to number of shelters.	cccm_populationestimates_families cccm_populationestimates_shelters	cccm_populationes timates_families < cccm_populationes timates_shelters	Cofirm in Remote KII
Contradiction : Population Estimates – Individuals to Families	Check that number of individuals is more than or equal to number of families.	cccm_populationestimates_individuals cccm_populationestimates_families	cccm_populationes timates_individuals < cccm_populationes timates_ families	Cofirm in Remote KII
Contradiction: Total Families to Families Arrived and Families Departed	Check that the total number of families is more than or equal to the number of families arrived minus the number of families departed.	cccm_populationestimates_families data$cccm_idps_arrived data$cccm_idps_departed	cccm_populationes timates_families < (cccm_idps_arrived -	Cofirm in Remote KII

			cccm_idps_departe d)	
Contradiction: Site Duration & IDPs Arrival	Check that the number of months that the site has been established is more than or equal to the number of months that most IDPs have arrived.	cccm_site_duration cccm_idps_arrival_months	cccm_site_duration < cccm_idps_arrival_ months	Confirm in Remote KII.
Contradiction: Site Duration & IDPs Departure	Check that the number of months that the site has been established is more than or equal to the number of months that most IDPs have arrived.	cccm_site_duration cccm_idps_departure_months	data$cccm_site_du ration < data$cccm_idps_d eparture_months	Confirm in Remote KII.
Contradiction: Camp Committees	Check that if there are women's committees present that there are women present in committees.	cccm_committees_women cccm_committees.cccm_committees_3	cccm_committees_ women=="no" & cccm_committees. cccm_committees_ 3==1	Confirm in Remote KII.
Contradiction: First and Second Most Common Region of Origin	Check that first and second most common region of origin of IDPs makes sense	cccm_idps_origin_first cccm_idps_origin_second		Check with enumerators
More Than Three Check: Impediments to Accessing NFI Markets	Check that number of selected groups with difficulty accessing NFI markets is not always more than three.	nfi_access_impediments/impediments_populationgroups_1 nfi_access_impediments/impediments_populationgroups_2 nfi_access_impediments/impediments_populationgroups_3 nfi_access_impediments/impediments_populationgroups_4 nfi_access_impediments/impediments_populationgroups_5	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding groups with difficulty accessing services is understood.
More Than Three Check: Impediments to	Check that number of selected groups with difficulty accessing	water_access_impediments/impediments_populationgroups_ 1 water_access_impediments/impediments_populationgroups_ 2	Number of selected options is not	Check with enumerator to make sure questions regarding groups with difficulty accessing services is understood.

Accessing Water Sources	water sources is not always more than three.	water_access_impediments/impediments_populationgroups_3 water_access_impediments/impediments_populationgroups_4 water_access_impediments/impediments_populationgroups_5	always more than three.	
More Than Three Check: Impediments to Accessing Latrines	Check that number of selected groups with difficulty accessing latrines is not always more than three.	sanitation_access_impediments/impediments_populationgroups_1 sanitation_access_impediments/impediments_populationgroups_2 sanitation_access_impediments/impediments_populationgroups_3 sanitation_access_impediments/impediments_populationgroups_4 sanitation_access_impediments/impediments_populationgroups_5	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding groups with difficulty accessing services is understood.
More Than Three Check: Impediments to Accessing Bathing Facilities	Check that number of selected groups with difficulty accessing bathing facilities is not always more than three.	hygiene_access_impediments/impediments_populationgroups_1 hygiene_access_impediments/impediments_populationgroups_2 hygiene_access_impediments/impediments_populationgroups_3 hygiene_access_impediments/impediments_populationgroups_4 hygiene_access_impediments/impediments_populationgroups_5	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding groups with difficulty accessing services is understood.
More Than Three Check: Impediments to Accessing Health Facilities	Check that number of selected groups with difficulty accessing health facilities is not always more than three.	health_access_impediments/impediments_populationgroups_1 health_access_impediments/impediments_populationgroups_2 health_access_impediments/impediments_populationgroups_3 health_access_impediments/impediments_populationgroups	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding groups with difficulty accessing services is understood.

		_4 health_access_impediments/impediments_populationgroups _5		
More Than Three Check: Impediments to Accessing Nutrition Services	Check that number of selected groups with difficulty accessing nutrition services is not always more than three.	nutrition_access_impediments/impediments_populationgroups_1 nutrition_access_impediments/impediments_populationgroups_2 nutrition_access_impediments/impediments_populationgroups_3 nutrition_access_impediments/impediments_populationgroups_4 nutrition_access_impediments/impediments_populationgroups_5	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding groups with difficulty accessing services is understood.
More Than Three Check: Impediments to Accessing Education Facilities	Check that number of selected groups with difficulty accessing education facilities is not always more than three.	education_access_impediments/impediments_populationgroups_1 education_access_impediments/impediments_populationgroups_2 education_access_impediments/impediments_populationgroups_3 education_access_impediments/impediments_populationgroups_4 education_access_impediments/impediments_populationgroups_5	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding groups with difficulty accessing services is understood.
More Than Three Check: Impediments to Accessing Support Activities	Check that number of selected groups with difficulty accessing support activities is not always more than three.	support_access_impediments/impediments_populationgroups_1 support_access_impediments/impediments_populationgroups_2 support_access_impediments/impediments_populationgroups_3 support_access_impediments/impediments_populationgroups_4	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding groups with difficulty accessing services is understood.

		support_access_impediments/impediments_populationgroups_5		
More Than Three Check: Impediments to Accessing Feedback Mechanisms	Check that number of selected groups with difficulty accessing feedback mechanisms is not always more than three.	aap_access_impediments/impediments_populationgroups_1 aap_access_impediments/impediments_populationgroups_2 aap_access_impediments/impediments_populationgroups_3 aap_access_impediments/impediments_populationgroups_4 aap_access_impediments/impediments_populationgroups_5	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding groups with difficulty accessing services is understood.
More Than Three Check: Shelter Types	Check that number of selected shelter types present is not always more than three.	shelter_types/shelter_types_1 shelter_types/shelter_types_2 shelter_types/shelter_types_3 shelter_types/shelter_types_4 shelter_types/shelter_types_5 shelter_types/shelter_types_6 shelter_types/shelter_types_7 shelter_types/shelter_types_8	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding groups with shelter types present is understood.
More Than Three Check: Health Facilities	Check that number of selected health facilities available is not always more than three.	health_facilities/health_facilities_1 health_facilities/health_facilities_2 health_facilities/health_facilities_3 health_facilities/health_facilities_4 health_facilities/health_facilities_5 health_facilities/health_facilities_6 health_facilities/health_facilities_7	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding groups with health facilities present is understood.
More Than Three Check: Health Services	Check that number of selected health services available is not always more than three.	health_services/health_services_1 health_services/health_services_2 health_services/health_services_3 health_services/health_services_4 health_services/health_services_5 health_services/health_services_6 health_services/health_services_7	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding groups with health services available is understood.

More Than Three Check: Health Problems	Check that number of selected health services available is not always more than three.	health_problems/health_problems_1 health_problems/health_problems_2 health_problems/health_problems_3 health_problems/health_problems_4 health_problems/health_problems_5 health_problems/health_problems_6 health_problems/health_problems_7 health_problems/health_problems_8	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding groups with health problems common is understood.
More Than Three Check: Nutrition Services	Check that number of selected nutrition services available is not always more than three.	nutrition_services/nutritions_services_1 nutrition_services/nutritions_services_2 nutrition_services/nutritions_services_3 nutrition_services/nutritions_services_4 nutrition_services/nutritions_services_5 nutrition_services/nutritions_services_6	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding nutrition services available is understood.
More Than Three Check: Education Facilities	Check that number of selected education facilities available is not always more than three.	education_facilities/education_facilities_1 education_facilities/education_facilities_2 education_facilities/education_facilities_3 education_facilities/education_facilities_4	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding education facilities available is understood.
More Than Three Check: Protection Incidents	Check that number of selected protection incidents occurring is not always more than three.	protection_incidents/protection_incidents_1 protection_incidents/protection_incidents_2 protection_incidents/protection_incidents_3 protection_incidents/protection_incidents_4 protection_incidents/protection_incidents_5 protection_incidents/protection_incidents_6 protection_incidents/protection_incidents_7 protection_incidents/protection_incidents_8 protection_incidents/protection_incidents_9 protection_incidents/protection_incidents_10 protection_incidents/protection_incidents_11 protection_incidents/protection_incidents_12 protection_incidents/protection_incidents_13 protection_incidents/protection_incidents_14	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding protection incidents occurring is understood.

More Than Three Check: Location of Protection Incidents	Check that number of selected location of protection incidents occurring is not always more than three.	protection_incidents_type/protection_incidents_type_1 protection_incidents_type/protection_incidents_type_2 protection_incidents_type/protection_incidents_type_3 protection_incidents_type/protection_incidents_type_4 protection_incidents_type/protection_incidents_type_5 protection_incidents_type/protection_incidents_type_6 protection_incidents_type/protection_incidents_type_7 protection_incidents_type/protection_incidents_type_8 protection_incidents_type/protection_incidents_type_9 protection_incidents_type/protection_incidents_type_10	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding location of protection incidents occurring is understood.
More Than Three Check: Support Activities	Check that number of selected support activities occurring is not always more than three.	support_activities/support_1 support_activities/support_2 support_activities/support_3 support_activities/support_4 support_activities/support_5 support_activities/support_6 support_activities/support_7 support_activities/support_8 support_activities/support_9 support_activities/support_10	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding support activities occurring is understood.
More Than Three Check: Information Sources	Check that number of selected information sources available is not always more than three.	aap_informationsources/aap_informationsources_1 aap_informationsources/aap_informationsources_2 aap_informationsources/aap_informationsources_3 aap_informationsources/aap_informationsources_4 aap_informationsources/aap_informationsources_5 aap_informationsources/aap_informationsources_6 aap_informationsources/aap_informationsources_7 aap_informationsources/aap_informationsources_8	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding information sources is understood.
More Than Three Check: Information Sources for Persons with Difficulties	Check that number of selected information sources for persons with difficulties available is not always more than three.	aap_informationsources_pwd/aap_informationsources_pwd_1 aap_informationsources_pwd/aap_informationsources_pwd_2 aap_informationsources_pwd/aap_informationsources_pwd_3 aap_informationsources_pwd/aap_informationsources_pwd_	Number of selected options is not always more than three.	Check with enumerator to make sure questions regarding information sources for persons with difficulties is understood.

		4 aap_informationsources_pwd/aap_informationsources_pwd_5		
Observation Check: Public Lighting	Check that if enumerator reported observing public lighting that KI reported no public lighting.	shelter_publiclighting observation_publiclighting	shelter_publiclighting=="no" & observation_publiclighting=="yes"	Confirm in Remote KII
Observation Check: Shelter Damage	Check that if enumerator reported observing damaged shelters that KI reported no shelters damaged.	shelter_fire_destroyed shelter_flood_destroyed observation_shelters_fire	(shelter_fire_destroyed==0 | shelter_fire_destroyed==NA | shelter_flood_destroyed==0 | shelter_flood_destroyed==NA) & observation_shelters_fire=="yes"	Confirm in Remote KII
Observation Check: Faecal Matter	Check that if enumerator reported observing faecal matter that KI reported no faecal matter around shelters.	sanitation_faecalmatter observation_faecalmatter	sanitation_faecalmatter=="no" & observation_faecalmatter=="yes"	Confirm in Remote KII
Observation Check: Burning Waste	Check that if enumerator reported observing burning waste that KI reported no burning waste in settlement.	sanitation_burningwaste observation_burningwaste	sanitation_burningwaste=="no" & observation_burningwaste=="yes"	Confirm in Remote KII
Other Check: CCCM - Management	Enumerator selected Other Option for CCCM Management question.	cccm_management_other	cccm_management.other==1	Explain Other Option

Other Check: CCCM - Committees	Enumerator selected Other Option for CCCM Committees question.	cccm_committees_other	cccm_committees.other==1	Explain Other Option
Other Check: Evictions - Landowner	Enumerator selected Other Option for Evictions Landowner question.	evictions_landowner_other	evictions_landowner=="other"	Explain Other Option
Other Check: Evictions - Tenure Agreement Holder	Enumerator selected Other Option for Evictions Tenure Agreement Holder question.	evictions_tenureagreement_holder_other	evictions_tenureagreement_holder.other==1	Explain Other Option
Other Check: Evictions - Rent Payment	Enumerator selected Other Option for Evictions Rent Payment question.	evictions_tenureagreement_rentpayment_other	evictions_tenureagreement_rentpayment=="other"	Explain Other Option
Other Check: Water - Primary Source	Enumerator selected Other Option for Water Primary Source question.	water_sources_primary_other	water_sources_primary=="other"	Explain Other Option
Other Check: Water - Secondary Source	Enumerator selected Other Option for Water Secondary Source question.	water_sources_secondary_other	water_sources_secondary=="other"	Explain Other Option
Other Check: Water - Domestic Source	Enumerator selected Other Option for Water Domestic Source question.	water_sources_domestic_other	water_sources_domestic=="other"	Explain Other Option
Other Check: Water - Treatment Methods	Enumerator selected Other Option for Water Treatment Methods question.	water_treatment_methods_other	water_treatment_methods.other==1	Explain Other Option
Other Check: Health - Facilities	Enumerator selected Other Option for Health Facilities question.	health_facilities_other	health_facilities.other==1	Explain Other Option

Other Check: Health - Services	Enumerator selected Other Option for Health Services question.	health_services_other	health_services.other==1	Explain Other Option
Other Check: Health - Problems	Enumerator selected Other Option for Health Problems question.	health_problems_other	health_problems.other==1	Explain Other Option
Other Check: Nutrition - Services	Enumerator selected Other Option for Nutrition Services question.	nutrition_services_other	nutrition_services.other==1	Explain Other Option
Other Check: Education - Facilities	Enumerator selected Other Option for Education Facilities question.	education_facilities_other	education_facilities.other==1	Explain Other Option
Other Check: Food Security - Primary Source	Enumerator selected Other Option for Food Security Primary Source question.	foodsecurity_primary_other	foodsecurity_primary=="other"	Explain Other Option
Other Check: Protection - Incidents	Enumerator selected Other Option for Protection Incidents question.	protection_incidents_other	protection_incidents.other==1	Explain Other Option
Other Check: Support - Activities	Enumerator selected Other Option for Support Activities question.	support_other	support.other==1	Explain Other Option
Other Check: AAP - Information Sources	Enumerator selected Other Option for AAP Information Sources question.	aap_informationsources_other	aap_informationsources.other==1	Explain Other Option
Other Check: AAP - Information Sources for Persons with Difficulties	Enumerator selected Other Option for AAP Information Sources for Persons with Difficulties question.	aap_informationsources_pwd_other	aap_informationsources_pwd.other==1	Explain Other Option

Other Check: AAP - Humanitarian Assistance Problems	Enumerator selected Other Option for AAP Humanitarian Assistance Problems question.	aap_humanitarianassistanceproblems_other	aap_humanitarianassistanceproblems. other==1	Explain Other Option
Outlier Check: Shelters	Check if number of shelters provided is an outlier.	cccm_populationestimates_shelters	cccm_populationestimates_shelters %in% hfc_outlier_values_cccm_populationestimates_shelters	Confirm in Remote KII
Outlier Check: Families	Check if number of families provided is an outlier.	cccm_populationestimates_families	cccm_populationestimates_families %in% hfc_outlier_values_cccm_populationestimates_families	Confirm in Remote KII
Outlier Check: Individuals	Check if number of individuals provided is an outlier.	cccm_populationestimates_individuals	cccm_populationestimates_individuals %in% hfc_outlier_values_cccm_populationestimates_individuals	Confirm in Remote KII
Outlier Check: Site Duration	Check if number of months site has been established is an outlier.	cccm_site_duration	cccm_site_duration %in% hfc_outlier_values_cccm_site_duration	Confirm in Remote KII
Outlier Check: IDPs Arrived	Check if number of IDP families arrived is an outlier.	cccm_idps_arrived	cccm_idps_arrived %in% hfc_outlier_values_cccm_idps_arrived	Confirm in Remote KII

Outlier Check: IDPs Departed	Check if number of IDP families departed is an outlier.	cccm_idps_departed	cccm_idps_departed %in% hfc_outlier_values_cccm_idps_departed	Confirm in Remote KII
Outlier Check: Households Evited	Check if number of households evicted is an outlier.	evictions_households	evictions_households %in% hfc_outlier_values_evictions_households	Confirm in Remote KII
Outlier Check: Shelters destroyed by Fire	Check if number of shelters destroyed by fire is an outlier.	shelter_fire_destroyed	shelter_fire_destroyed %in% hfc_outlier_values_shelter_fire_destroyed	Confirm in Remote KII
Outlier Check: Shelters destroyed by Flood	Check if number of shelters destroyed by flood is an outlier.	shelter_flood_destroyed	shelter_flood_destroyed %in% hfc_outlier_values_shelter_flood_destroyed	Confirm in Remote KII
Outlier Check: Minimum Access Distance	Check if minimum distance (in minutes) to NFI markets is an outlier.	nfi_access_distance_min	nfi_access_distance_min %in% hfc_outlier_values_nfi_access_distance_min	Confirm in Remote KII
Outlier Check: Maximum Access Distance	Check if maximum distance (in minutes) to NFI markets is an outlier.	nfi_access_distance_max	nfi_access_distance_max %in% hfc_outlier_values_nfi_access_distance_max	Confirm in Remote KII

Outlier Check: Water Sources Present	Check if number of water sources present is an outlier.	water_sources_present	water_sources_present %in% hfc_outlier_values_ water_sources_present	Confirm in Remote KII
Outlier Check: Minimum Access Distance	Check if minimum distance (in minutes) to water sources is an outlier.	water_access_distance_min	water_access_distance_min %in% hfc_outlier_values_ water_access_distance_min	Confirm in Remote KII
Outlier Check: Maximum Access Distance	Check if maximum distance (in minutes) to water sources is an outlier.	water_access_distance_max	water_access_distance_max %in% hfc_outlier_values_ water_access_distance_max	Confirm in Remote KII
Outlier Check: Toilets Male	Check if number of male toilets is an outlier.	sanitation_toilets_male	sanitation_toilets_male %in% hfc_outlier_values_ sanitation_toilets_male	Confirm in Remote KII
Outlier Check: Toilets Female	Check if number of female toilets is an outlier.	sanitation_toilets_female	sanitation_toilets_female %in% hfc_outlier_values_ sanitation_toilets_female	Confirm in Remote KII
Outlier Check: Toilets Non-Gendered	Check if number of non-gendered toilets is an outlier.	sanitation_toilets_nongendered	sanitation_toilets_nongendered %in% hfc_outlier_values_ sanitation_toilets_nongendered	Confirm in Remote KII

Outlier Check: Bathing Facilities	Check if number of bathing facilities is an outlier.	hygiene_bathing_facilities	hygiene_bathing_fa cilities %in% hfc_outlier_values_ hygiene_bathing_fa cilities	Confirm in Remote KII
Outlier Check: Minimum Access Distance to Latrines	Check if minimum distance (in minutes) to latrines is an outlier.	sanitation_access_distance_min	sanitation_access_ distance_min %in% hfc_outlier_values_ sanitation_access_ distance_min	Confirm in Remote KII
Outlier Check: Maximum Access Distance to Latrines	Check if maximum distance (in minutes) to latrines is an outlier.	sanitation_access_distance_max	sanitation_access_ distance_max %in% hfc_outlier_values_ sanitation_access_ distance_max	Confirm in Remote KII
Outlier Check: Minimum Access Distance to Bathing Facilities	Check if minimum distance (in minutes) to bathing facilities is an outlier.	hygiene_access_distance_min	hygiene_access_di stance_min %in% hfc_outlier_values_ hygiene_access_di stance_min	Confirm in Remote KII
Outlier Check: Maximum Access Distance to Bathing Facilities	Check if maximum distance (in minutes) to bathing facilities is an outlier.	hygiene_access_distance_max	hygiene_access_di stance_max %in% hfc_outlier_values_ hygiene_access_di stance_max	Confirm in Remote KII
Outlier Check: Minimum Access Distance to Health Facilities	Check if minimum distance (in minutes) to health facilities is an outlier.	health_access_distance_min	health_access_dist ance_min %in% hfc_outlier_values_	Confirm in Remote KII

			health_access_dist ance_min	
Outlier Check: Maximum Access Distance to Health Facilities	Check if maximum distance (in minutes) to health facilities is an outlier.	health_access_distance_max	health_access_dist ance_max %in% hfc_outlier_values_ health_access_dist ance_max	Confirm in Remote KII
Outlier Check: Minimum Access Distance to Nutrition Services	Check if minimum distance (in minutes) to nutrition services is an outlier.	nutrition_access_distance_min	nutrition_access_di stance_min %in% hfc_outlier_values_ nutrition_access_di stance_min	Confirm in Remote KII
Outlier Check: Maximum Access Distance to Nutrition Services	Check if maximum distance (in minutes) to nutrition services is an outlier.	nutrition_access_distance_max	nutrition_access_di stance_max %in% hfc_outlier_values_ nutrition_access_di stance_max	Confirm in Remote KII
Outlier Check: Minimum Access Distance to Learning Facilities	Check if minimum distance (in minutes) to learning facilities is an outlier.	education_access_distance_min	education_access_ distance_min %in% hfc_outlier_values_ education_access_ distance_min	Confirm in Remote KII
Outlier Check: Maximum Access Distance to Learning Facilities	Check if maximum distance (in minutes) to learning facilities is an outlier.	education_access_distance_max	education_access_ distance_max %in% hfc_outlier_values_ education_access_ distance_max	Confirm in Remote KII

Outlier Check: Minimum Access Distance	Check if minimum distance (in minutes) to food markets is an outlier.	foodsecurity_access_distance_min	foodsecurity_access_distance_min %in% hfc_outlier_values_foodsecurity_access_distance_min	Confirm in Remote KII
Outlier Check: Maximum Access Distance	Check if maximum distance (in minutes) to food markets is an outlier.	foodsecurity_access_distance_min	foodsecurity_access_distance_min %in% hfc_outlier_values_foodsecurity_access_distance_max	Confirm in Remote KII

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 Number of individuals accessing IMPACT services/products	# of downloads of DSA products from Resource Center	Country request to HQ	User_log	Yes
		# of downloads of DSA products from Relief Web	Country request to HQ		Yes
		# of downloads of DSA products from Country level platforms	Country team		Yes
		# of page clicks on DSA products from REACH global newsletter	Country request to HQ		Yes
		# of page clicks on DSA products from REACH country newsletter, sendingBlue, bit.ly	Country team		Yes
		# of visits to the CCCM DSA website	Country request to HQ		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	CCCM DSA Master List
		# references in single agency documents			CCCM DSA Master List
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback *and* Usage_Survey template	Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 10 partners
		Perceived usefulness and influence of IMPACT outputs			
		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 *(providing resources, participating to presentations, etc.)*	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	Number of areas covered by partners Number of partner staff conducting ToT
		# of organisations/clusters inputting in research design and joint analysis			
		# of organisations/clusters attending briefings on findings;			

7. Dissemination Plan

Products	Message	Stakeholder(s)	Means of dissemination	Purpose	Responsible	Timeframe
1 Presentations of findings	Population Estimates Severity of Needs by Cluster and District	Cluster partner agencies and decision makers	Presentation of findings at Inter Cluster Coordination Group Meetings and at cluster and inter-cluster meetings	Validate and establish consensus around main findings and conclusions	REACH focal point	By 16/04/2019
20+ Maps (17 Regional-level and 8-10 National-level)	Population Estimates Severity of Needs by Cluster and District	Cluster partner agencies and decision makers Regional government authorities	CCCM Web-Portal REACH Resource Centre	Inform Action: Inform humanitarian community to influence the response	GIS Officer	By 16/04/2019
1 Multi-sectoral factsheet at national level	Population Estimates Severity of Needs by Cluster and District	Cluster partner agencies and decision makers Regional government authorities	CCCM Web-Portal REACH Resource Centre	Inform Action: Inform humanitarian community to influence the response	Assessment Officer	By 16/04/2019
83 Multi-sectoral factsheets at regional level	Population Estimates Severity of Needs by Cluster and District	Cluster partner agencies and decision makers Regional government authorities	CCCM Web-Portal REACH Resourc e Centre	Inform Action: Inform humanitarian community to influence the response	Assessment Officer	By 16/04/2019

	Internal milestones	External milestones
January	Begin preliminary analysis	
February	Validate preliminary analysis	Share cleaned data-sets with cluster partners
March	Draft final analysis Triangulation of population estimates with cluster partners	
April	Validate final analysis Present findings to cluster partners	Publish final report Share maps, factsheets, and draft report with cluster partners, relevant government authorities

Annex 1. Full List of Target Areas

Region	District
Bakool	Ceel Barde
Bakool	Waajid
Bakool	Xudur
Banadir (Mogadishu)	Mogadishu Abdulaziz
Banadir (Mogadishu)	Mogadishu Boondheere
Banadir (Mogadishu)	Mogadishu Daynile
Banadir (Mogadishu)	Mogadishu Dharkenley
Banadir (Mogadishu)	Mogadishu Hamar Jaab Jab
Banadir (Mogadishu)	Mogadishu Hamar Weyne
Banadir (Mogadishu)	Mogadishu Hawl Wadaag
Banadir (Mogadishu)	Mogadishu Heliwa
Banadir (Mogadishu)	Mogadishu Hodan
Banadir (Mogadishu)	Mogadishu Kahda
Banadir (Mogadishu)	Mogadishu Karaan
Banadir (Mogadishu)	Mogadishu Shangaani
Banadir (Mogadishu)	Mogadishu Shibis
Banadir (Mogadishu)	Mogadishu Waaberi
Banadir (Mogadishu)	Mogadishu Wadajir
Banadir (Mogadishu)	Mogadishu Wardhiigleey
Banadir (Mogadishu)	Mogadishu Yaaqshiid
Bari	Bandarbayla
Bari	Bossaso
Bari	Iskushuban
Bari	Qardho
Bay	Baydhaba
Bay	Buur Hakaba
Galgaduud	Cabuudwaaq
Galgaduud	Cadaado
Galgaduud	Dhuusamarreeb
Gedo	Baardheere
Gedo	Belet Xaawo
Gedo	Buur Dhuubo
Gedo	Ceel Waaq
Gedo	Doolow
Gedo	Garbahaarey
Gedo	Luuq
Hiraan	Belet Weyne
Hiraan	Mataban
Juba Hoose (Lower)	Afmadow
Juba Hoose (Lower)	Badhaadhe
Juba Hoose (Lower)	Jamaame
Juba Hoose (Lower)	Kismayo
Shabelle Hoose (Lower)	Afgooye
Shabelle Hoose (Lower)	Banadir
Shabelle Hoose (Lower)	Banadir

Shabelle Hoose (Lower)	Banadir
Shabelle Hoose (Lower)	Marka
Shabelle Hoose (Lower)	Qoryooley
Shabelle Hoose (Lower)	Wanla Weyn
Shabelle Dhexe (Middle)	Balcad
Shabelle Dhexe (Middle)	Cadale
Shabelle Dhexe (Middle)	Jowhar
Mudug	Gaalkacyo (North)
Mudug	Gaalkacyo (South)
Mudug	Galdogob
Mudug	Hobyo
Mudug	Jariiban
Nugaal	Burtinle
Nugaal	Eyl
Nugaal	Garoowe
Nugaal	Jariiban