

Research Terms of Reference

Joint Multi-Sector Needs Assessment (MSNA) 2023

BGD2301

Bangladesh

August 2023

v. 1

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Bangladesh					
Type of Emergency	<input type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict	<input type="checkbox"/>	Other (specify)
Type of crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/>	Protracted
Mandating Body/ Agency	ISCG (<i>Inter Sector Coordination Group</i>)					
IMPACT Project Code	70BBQ 70AZK 98AVV					
Overall Research Timeframe	01/03/2023 to 31/12/2023					
Research Timeframe	1. Pilot/ training: 16/08/2023 to 24/08/2023			6. Preliminary presentation: 31/10/2023		
	2. Start collect data: 27/08/2023			7. Outputs sent for validation: - Presentation of Preliminary Findings: 31/10/2023 - Dashboard: 10/11/2023 - MSNA Bulletin: 30/11/2023 - Factsheets: 30/11/2023 - Thematic Briefs: 30/11/2023 (TBC)		

	3. Data collected: 12/09/2023		8. Outputs published: 30/01/2024	
	4. Data analysed: 24/09/2023		9. Final presentation: If requested	
	5. Data sent for validation: 26/09/2023			
Number of assessments	<input checked="" type="checkbox"/>	Single assessment (one cycle)		
Humanitarian milestones	Milestone		Deadline	
	<input checked="" type="checkbox"/>	Joint Response Plan	12/10/2023	
	<input checked="" type="checkbox"/>	Cluster plan/strategy	12/10/2023	
Audience Type & Dissemination	Audience type		Dissemination	
	<input checked="" type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational		<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <input checked="" type="checkbox"/> Sector Mailing <input checked="" type="checkbox"/> Presentation of findings at Sectors meetings <input checked="" type="checkbox"/> Website Dissemination (Relief Web, REACH Resource Centre, HDX) <input type="checkbox"/> [Other, Specify]	
Detailed dissemination plan required	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
General Objective	To inform evidence-based strategic planning of humanitarian response activities by the Strategic Executive Group (SEG), the ISCG Secretariat, sectors, and sector partners, through the provision of up-to-date, relevant, and comparable information on the multi-sectoral needs of refugee and host community populations in Teknaf and Ukhiya Upazilas of Cox's Bazar District, Bangladesh.			
Specific Objective(s)	<ul style="list-style-type: none"> To provide a detailed overview of the current humanitarian needs and gaps of the refugees and host communities (by sector and across sectors) in Cox's Bazar district, to inform the 2024 Joint Response Plan; To understand accountability to affected populations, including preference for types of and satisfaction with humanitarian assistance as well as needs and preferences for types of information to be received; 			

	<ul style="list-style-type: none"> • To understand the driver and severity of needs of the refugee population and host communities from sector-specific and inter-sectoral perspectives; • To identify variations in need among sub-population groups and geographical area (camps/unions) in order to inform response prioritization and strategic planning, particularly for the most vulnerable people.
Research Questions	<ol style="list-style-type: none"> 1. What are the households' vulnerability profile? 2. What are the needs¹ related to health, shelter, WASH, food security & livelihoods, protection, education, accountability to affected people, and service gaps within refugee camps and the host community? <ol style="list-style-type: none"> a) How severe are these needs within and across sectors?² b) What are the main drivers of needs?³ c) What is the co-occurrence of needs?⁴ d) How does the household profile affect their access to resources and services? 3. How do sectoral and inter-sectoral⁵ needs differ between geographic areas? 4. What are the characteristics of households most in need? 5. What coping strategies are households adopting in order to meet their needs? 6. What are households' preferred types of assistance and satisfaction with humanitarian assistance? What are households' needs and preferences for types of information to be received for 2024?
Geographic Coverage	<p>The assessment will target:</p> <ul style="list-style-type: none"> • All registered Rohingya refugee households residing in the 33 camps in Ukhiya and Teknaf, including Kutupalong (KRC) and Nayapara Refugee Camps (NRC) and excluding any refugees that have been relocated elsewhere; • All Bangladeshi households living in the following Unions of Ukhiya and Teknaf: <ul style="list-style-type: none"> ○ Haldia Palong; ○ Ratna Palong; ○ Raja Palong; ○ Palong Khali; ○ Jalia Palong;

¹ Needs should capture the key dimensions of accessibility, availability, quality, use, and awareness.

² For the refugee community only.

³ Needs should capture the key dimensions of accessibility, availability, quality, use, and awareness.

⁴ Needs should capture the key dimensions of accessibility, availability, quality, use, and awareness.

⁵ Inter-sectoral needs will be assessed for the refugee community only. The sectoral analysis will differ between refugee and host communities.

	<ul style="list-style-type: none"> ○ Whykong; ○ Nhilla; ○ Teknaf; ○ Sabrang; ○ Teknaf Paurashava; ○ Baharchhara. 																				
Secondary data sources	<ul style="list-style-type: none"> • Population data (Bangladesh Bureau of Statistics – Population & Housing census⁶, UNHCR population factsheet⁷) • Assessment data and reports (e.g. J-MSNA reports 2019⁸, 2020⁹, 2021¹⁰; WFP, Refugee Influx Emergency Vulnerability Assessment (REVA), 2022; FAO/Food Security Sector, Resilience Index Measurement and Analysis (RIMA), 2022; ACAPS, Special reports, 2022; SMSD Sector, Service monitoring camp profiles, 2022; IOM/NPM, ACAPS, Rohingya Hobor, Trends survey report, 2022) • General background and context research on areas being targeted for assessment • Geo-spatial data (e.g. OSM shelter footprints dataset) • Tools and Lessons Learned from 2021 J-MSNA • Other relevant REACH Initiatives assessments (e.g. Age and Disability Inclusion Needs Assessment, 2021; Assessment of the Education Sector response to the Rohingya Crisis, 2021; WASH Infrastructure Functionality Monitoring, 2022) 																				
Population(s)	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>IDPs in camp</td> <td><input type="checkbox"/></td> <td>IDPs in informal sites</td> </tr> <tr> <td><input type="checkbox"/></td> <td>IDPs in host communities</td> <td><input type="checkbox"/></td> <td>IDPs [Other, Specify]</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Refugees in camp</td> <td><input type="checkbox"/></td> <td>Refugees in informal sites</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Refugees in host communities</td> <td><input type="checkbox"/></td> <td>Refugees [Other, Specify]</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Host communities</td> <td><input type="checkbox"/></td> <td>[Other, Specify]</td> </tr> </table>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites	<input type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]	<input checked="" type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]	<input checked="" type="checkbox"/>	Host communities	<input type="checkbox"/>	[Other, Specify]
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<input checked="" type="checkbox"/>	Host communities	<input type="checkbox"/>	[Other, Specify]																		
Stratification	<table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Geographical #: 33 camps & 11 unions Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>Group #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>[Other Specify] #: _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	<input checked="" type="checkbox"/>	Geographical #: 33 camps & 11 unions Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Group #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	[Other Specify] #: _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No														
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⁶ Bangladesh Bureau of Statistics, *Population & Housing Census 2011*, National Volume-2: Union Statistics (Dhaka, 2011). Available [here](#).

⁷ UNHCR, *Joint Government of Bangladesh - UNHCR Population Factsheet - Block Level as of May 2023*, June 2023. Available [here](#).

⁸ J-MSNA 2019: Host community, available [here](#); Rohingya refugees, available [here](#).

⁹ J-MSNA 2020: Host community, available [here](#); Rohingya refugees, available [here](#).

¹⁰ J-MSNA 2021: Host community, available [here](#); Rohingya refugees, available [here](#).

Data collection tool(s)	<input checked="" type="checkbox"/>	Structured (Quantitative)	<input checked="" type="checkbox"/>	Semi-structured (Qualitative)		
	Sampling method		Data collection method			
Structured data collection tool	<input type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input checked="" type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #):____ <input type="checkbox"/> Focus group discussion (Target #):____ <input checked="" type="checkbox"/> Household interview (Target #): ca. 3,465¹¹ refugees & 1,155 host communities¹² <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____ 			
Semi-structured data collection tool	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random		<input type="checkbox"/> Key informant interview (Target #):____ <input checked="" type="checkbox"/> Focus group discussion (Target #): 20 to 40 (TBC) <input type="checkbox"/> Household interview (Target #):_____ <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____ 			
Target level of precision if probability sampling	95 % level of confidence		+/- 10% margin of error			
Data management platform(s)	<input type="checkbox"/>	IMPACT	<input checked="" type="checkbox"/>	UNHCR		
	<input type="checkbox"/>	[Other, Specify]	<input checked="" type="checkbox"/>	IOM		
Expected output type(s)	<input type="checkbox"/>	Situation overview #: __	<input type="checkbox"/>	Report #: __	<input type="checkbox"/>	Profile #: __
	<input checked="" type="checkbox"/>	Presentation (Preliminary findings) #: 01	<input checked="" type="checkbox"/>	Presentation (Final) #: If requested	<input checked="" type="checkbox"/>	Factsheet #: 33 at the camp level, 11

¹¹ This number of interviews is required to obtain representative results at a 95% confidence level and with a 10% margin of error at the camp level.

¹² This number of interviews is required to obtain representative results at a 95% confidence level and with a 10% margin of error at the union level.

					at the union level
	X	Interactive dashboard #: 01	<input type="checkbox"/>	Webmap #: __	<input type="checkbox"/> Map #: __
	X	Dataset (Cleaned and anonymized) #: 01	X	Bulletin #: 01	X Thematic Briefs: 01
Access	X	Public (available on REACH resource centre and other humanitarian platforms)			
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)			
Visibility		<i>REACH/ ACTED</i>			
<i>Specify which logos should be on outputs</i>		Donors: ECHO, GAC, UNHCR, U.S. Department of State's Bureau of Population, Refugees, and Migration (TBD)			
		Coordination Framework: ISCG, UNHCR			
		Partners: IOM/ NPM, ACTED			

2. Rationale

2.1 Background

In successive waves over four decades, Rohingya refugees have been fleeing to Cox's Bazar District, Bangladesh, from Rakhine State, Myanmar. In August 2017, an estimated 730,000 Rohingya refugees fled into Cox's Bazar, with the total number of Rohingya refugees amounting to nearly 960,100.¹³ With limited access to regular income and livelihood opportunities in camps, it is estimated that 95% of the Rohingya refugee population is moderately to highly vulnerable, and remain entirely dependent on humanitarian assistance.¹⁴ At the same time, structural factors, including a lack of formal education in camps, insufficient health, water, sanitation and hygiene (WASH) provisions, and weak shelter infrastructure continue to challenge the response.¹⁵ The 2021 Joint Multi-Sector Needs Assessment (J-MSNA) found that due to the limited number of essential services provided and a severe disruption in access to self-reliance activities and cash among the highly aid-dependent refugees, pre-existing needs were exacerbated, especially after successive COVID-19 lockdowns throughout 2020 and 2021. In March 2023, the World Food Programme (WFP) had to reduce their food vouchers from 12 USD per person to 10 USD, and then for a second time from 10 USD to 8 USD in June 2023.¹⁶ Simultaneously,

¹³ Joint Government of Bangladesh, *UNHCR Population Factsheet* (As of April 2023). Available [here](#).

¹⁴ World Food Programme (WFP), *Refugee influx emergency vulnerability assessment (REVA) – Cox's Bazar, Bangladesh (April 2020)*. Available [here](#).

¹⁵ ACAPS, *Needs and priorities of Rohingya refugees and host communities in Cox's Bazar since 2017: what has changed?* (2022). [Bangladesh special reports | ACAPS](#)

¹⁶ WFP, *Cox's Bazar: Ration Cuts Alert* (May 2023). Available [here](#).

the Water, Sanitation and Hygiene (WASH) sector had to decrease the number of bathing soaps for Rohingya refugees to one per person per month from the 1st of June 2023.¹⁷

Despite the fact that the situation is already in its sixth year, the possibility of refugees returning to Myanmar is still being discussed. At the same time, the District of Cox's Bazar is characterised by some of the poorest living conditions in the country.¹⁸ With the refugee population being almost double the host community population in Ukhiya and Teknaf,¹⁹ the massive increase in population density following the influx, coupled with the pre-existing lack of livelihoods, and levels of poverty and vulnerability among the host community population, has led to tensions over labour competition, falling wages and price hikes of daily essentials. Perceived increases in crime, security concerns, and high pressures on the environment leading to deforestation and depleting water sources have further been reported as sources of tension.²⁰ In addition, large camp areas are in hilly, formerly forested areas that are highly vulnerable to landslides and flash-flooding during the monsoon season. The provisional materials of refugee camp shelters and the poor living conditions of the host community makes both population groups especially vulnerable to other weather conditions such as cyclones, as with Cyclone Mocha on 14 May 2023.²¹ Camps are further affected by fires that spread easily between the tightly constructed shelters, as occurred most recently during a large fire affecting close to 15,926 individuals in March 2023.²²

Despite these persistent challenges, the international funding that aid providers and Bangladeshi authorities rely on to provide services has been shrinking since Russia's invasion of Ukraine in February 2022²³. The 2022 JRP received only 63% of the funding required²⁴. This year's plan has received 28% of the required funding to date.²⁵

2.2 Intended impact

As such, there is a continued need for up-to-date information on the needs, priorities and preferences of all affected populations as a basis for the design and implementation of effective multi-sectoral programming. While needs assessments have been regularly undertaken by humanitarian partners, multi-sector assessment initiatives serve to reduce assessment fatigue and the burden on families. At the same time, being aligned with the humanitarian programme cycle and other in-depth sectoral assessments, they provide a strategic planning tool for evidence-based prioritization through the activity's multi-sectoral coverage, consistent methodology, common framework for joint analysis, and

¹⁷ NGO Platform Cox's Bazar, *Decreasing humanitarian assistance threatens the life of 1 million Rohingya refugees in Bangladesh: food ration and soap cuts* (June 2023). Available [here](#).

¹⁸ Ibid ICG, 2022.

¹⁹ Bangladesh Bureau of Statistics, *Population & Housing Census-2011, National Volume-2: Union Statistics* (Dhaka, 2011).

²⁰ ACAPS, ISCG, *Joint Multi-Sector Needs Assessment (J-MSNA): Host Communities – In-Depth | August – September 2019* (Cox's Bazar, 2019). Available [here](#).

²¹ ISCG, United Nations Bangladesh and UNHCR. *Bangladesh: Cyclone Mocha Humanitarian Response, Situation Report* (As of 15 May 2023). Available [here](#).

²² ISCG, *Humanitarian Response to the Fire in Rohingya Refugee Camp 11* (March 2023). Available [here](#).

²³ The New Humanitarian, *Dwindling aid leaves Rohingya women exposed to rising violence in Bangladesh* (May 2023). Available [here](#).

²⁴ OCHA, FTS, *Rohingya Humanitarian Crisis Joint Response Plan 2022* (As of May 2023). Available [here](#).

²⁵ OCHA, FTS, *Rohingya Humanitarian Crisis Joint Response Plan 2023* (As of May 2023). Available [here](#).

buy-in of findings. A multi-sector needs assessment (MSNA) is intended to support detailed sectoral assessments, allowing for a deeper analysis and understanding of key sectoral and inter-sectoral needs and drivers of need to support humanitarian planning.

An ISCG-mandated Joint Multi-Sector Needs Assessment (J-MSNAs) across Rohingya refugee populations and host community populations in Ukhiya and Teknaf Upazilas – will inform humanitarian planning to meet multi-sectoral needs of affected populations and enhance the ability of operational partners to meet the strategic aims of donors and coordinating bodies. To date, a number of J-MSNAs have been implemented by the MSNA TWG, under ISCG leadership, to support the response, the 2019, 2020 and 2021 J-MSNAs. The 2023 J-MSNA will be the first J-MSNA to include face-to-face data collection, with gender-balance of respondents and representative sample since 2019. The 2023 J-MSNA is aimed to continue to provide an accurate snapshot of the situation with the specific objectives to:

- Provide a detailed overview of the current humanitarian needs and gaps of the refugee population and host communities (by sector and across sectors) in Cox's Bazar district to inform the 2024 Joint Response Plan;
- Understand the driver and severity of needs of the refugee population and host communities from sector-specific and inter-sectoral perspectives;
- Identify variations in need among sub-population groups and geographical area (camps/union) in order to inform response prioritization and strategic planning, particularly for the most vulnerable people.

3. Methodology

3.1 Methodology overview

Joint design

The assessment will be designed in close consultation with all sectors, working groups and thematic experts active in the response. The MSNA TWG, coordinated by the ISCG, and composed of REACH, ACTED, IOM (NPM), UNHCR, and other relevant partners, will take the lead on assessment design and tool development, while all stakeholders will have the opportunity to influence assessment design and tool development during dedicated meetings with the MSNA TWG.

At the beginning of the J-MSNA design process, ISCG-led meetings with sector information management focal points will be organized to review the assessment objectives, scope, coverage, and methodology. Moreover, bilateral meetings to discuss household survey tools and sectoral analysis will be organized with each sector. The quantitative data analysis plan will be shared with sectors prior to data analysis. Results will be shared and presented during a participatory workshop to reach a shared understanding of the results and sector endorsement of findings and provide programme recommendations.

3.2 Population of interest

For the purposes of this assessment, the host community is defined as including all Bangladeshi households residing in the following 11 Unions in Ukhiya and Teknaf Upazilas where refugee camps are located: Haldia Palong, Ratna Palong, Raja Palong, Palong Khali, Jalia Palong, Whykong, Nhilla, Teknaf, Sabrang, Teknaf Paurashava, Baharchhara. The refugee population is defined as including all Rohingya households residing in the 33 camps across Ukhiya and Teknaf Upazilas. Saint Martin's Island and Bhasan Char are outside of the scope of the assessment.

In line with the geographical coverage and population targeted by the 2024 JRP and subject to refinement during the activity design process, the assessment will target:

- **All registered Rohingya refugee households residing in the 33 camps in Ukhiya and Teknaf**, including Kutupalong (KRC) and Nayapara Refugee Camps (NRC) and excluding any refugees that have been relocated elsewhere;
- **All Bangladeshi households living in the following Unions of Ukhiya and Teknaf**: Haldia Palong; Ratna Palong; Raja Palong; Palong Khali; Jalia Palong; Whykong; Nhilla; Teknaf; Sabrang; Teknaf Paurashava; Baharchhara.

3.3 Secondary data review

A secondary data review forms the basis of assessment design. In April-May 2023, sectors conducted a secondary data review exercise to identify outstanding information gaps, and ensure the response-wide assessment registry included all recent assessments. This will also serve as a basis for the identification of other data sources to triangulate J-MSNA primary data collection results with. Possible sources include but are not limited to:

- WFP, [Refugee Influx Emergency Vulnerability Assessment](#) (REVA), 2023;
- FAO/Food Security Sector, [Resilience Index Measurement and Analysis](#) (RIMA), 2022;
- ACAPS, [Special reports](#), 2022;
- SMSD Sector, [Service monitoring camp profiles](#), 2022;
- IOM/NPM, ACAPS, [Rohingya Hobor, Trends survey report](#), 2022.

3.4 Primary Data Collection

The quantitative data collection will consist of a face-to-face household (HH) survey targeting refugee and host community households. The HH survey will attempt to provide camp and union-level representative results.

Quantitative data collection is planned for August and September 2023. Households will be sampled using a stratified random sampling approach, with stratification at the camp/union-level.

A small qualitative component will also be conducted in the form of focus group discussions with the refugees and host communities. Priority locations will be selected by partners, with approximately 32 FGDs being conducted using different demographic profiles. The objective of the FGDs will be to

provide contextual information to research questions present in the household survey, and approach subjects that might be too sensitive to ask in a household survey.

A) Quantitative data collection

Sampling strategy

Households will be the unit of analysis for this assessment. Households will be defined as a group of people living together, generally eating from one pot (sharing food).²⁶ The interviews will be conducted with a consenting adult representative of the household. Enumerator teams will consist of roughly equal numbers of male (85) and female (75) enumerators, paired in male-female sets. During the household survey, each pair of enumerators will interview one household respondents, with one enumerator from the pair interviewing a household representative of their corresponding gender. This procedure will continue with the following household surveys until the desired gender ratio of respondents is achieved, ensuring a balanced representation of both male and female respondents.

Camp sample

In refugee camps managed by UNHCR, UNHCR will provide sample points based on the random selection of households from a comprehensive household address database. In refugee camps managed by IOM, the same process will be applied. A stratified random sampling approach will be employed, with stratification at the camp level. Results will be generalizable at a 95% confidence level and with a 10% margin of error at the camp level. They will be generalizable at a 95% confidence level and with a 2% margin of error at the response level. **This will require roughly 3,465 household interviews to be conducted (including a buffer of 359 household interviews).**

Sample sizes are detailed below:

Upazila	Stratification	Population (HHs) ²⁷	Sample	Buffer
Ukhiya	Camp 1E	8,739	95	105
	Camp 1W	8,273	95	105
	Camp 2E	5,958	95	105
	Camp 2W	5,346	94	105
	Camp 3	7,970	95	105
	Camp 4	7,430	95	105
	Camp Extension ⁴	1,987	92	105
	Camp 5	5,711	94	105
	Camp 6	5,070	94	105

²⁶ In line with the definition of a household used in the [Bangladesh 2011 Census](#) – “a group of persons, related or unrelated, living together and taking food from the same kitchen”.

²⁷ UNHCR, *Joint Government of Bangladesh - UNHCR Population Factsheet - Block Level as of May 2023*, June 2023. Available [here](#).

	Camp 7	8,302	95	105
	Camp 8E	6,423	95	105
	Camp 8W	6,731	95	105
	Camp 9	7,286	95	105
	Camp 10	6,379	95	105
	Camp 11	6,343	95	105
	Camp 12	5,677	94	105
	Camp 13	9,066	95	105
	Camp 17	4,058	94	105
	Camp 18	6,310	95	105
	Camp 19	5,309	94	105
	Camp 20	1,790	91	105
	Camp 20 Extension	2,452	92	105
	Kutupalong RC	3,372	93	105
	Camp 14	6,880	95	105
	Camp 15	11,508	95	105
	Camp 16	4,602	94	105
	Total	158,972	2,451	2,730
Teknaf	Camp 21	3,649	94	105
	Camp 22	4,487	94	105
	Nayapara RC	4,256	94	105
	Camp 24	5,613	94	105
	Camp 25	1,831	91	105
	Camp 26	8,979	95	105
	Camp 27	3,484	93	105
	Total	32,299	655	735
Total	191,271	3,106	3,465	

Should a suitable respondent not be available, or the household does not consent to be interviewed, the next closest household will attempt to be interviewed. A buffer estimated based on past data collection experiences will be included into all sample size calculations to account for data cleaning or errors in forms.

Host community sample

Households will be sampled using randomly generated GPS points over a dataset of Open Street Map (OSM) shelter footprints. A stratified random sampling approach will be employed, with stratification at the union level. Results will be generalizable at a 95% confidence level and with a 10% margin of error at the union level. They will be generalizable at a 95% confidence level and with a 3% margin of error at the response level. **This will require roughly 1,155 household interviews to be conducted (including a buffer of 114 household interviews).**

Sample sizes are detailed below:

Upazila	Stratification	Population (HHs) ²⁸	Sample	Buffer
Ukhiya	Raja Palong	10,596	95	105
	Haldia Palong	9,006	95	105
	Jalia Palong	8,511	95	105
	Ratna Palong	4,238	94	105
	Palong Khali	5,589	94	105
	Total	37,940	473	525
Teknaf	Nhilla	8,271	95	105
	Sabrang	9,970	95	105
	Whykong	8,867	95	105
	Bharchhara	4,832	94	105
	Teknaf	8,467	95	105
	Teknaf Paurashava	4,752	94	105
	Total	45,159	568	630
Total	83,099	1,041	1,155	

Should a suitable respondent not be available, or the household does not consent to be interviewed, the next closest household will attempt to be interviewed. A buffer estimated based on past data collection experiences will be included into all sample size calculations to account for data cleaning or errors in forms.

B) Qualitative data collection

The qualitative component will be collected by NPM (28 FGDs) with the support of the Protection sector, child protection and gender-based violence sub-sectors. Protection sector and subsectors experts will be present during the FGDs where domestic violence questions will be asked to ensure that specialised staff will be available in the scenario that sensitive protection issues arise. For FGDs with children (12-17 years old), the child protection sub sector will be in charge to conduct, transcribe and translate the FGDs (4 FGDs). The FGDs collected by NPM will be transcribed and translated by REACH's staff. FGD participants will be selected through partners' beneficiaries list. The number of participants per FGD will be between 6 and 8, and thus keep discussions fluid.

Number of FGDs planned, by population group (a total of 32 FGDs):

Refugees		Host community	
Group	# of FGDs	Group	# of FGDs
1. Adult women (18-59 years old)	2	Adult women (18-59 years old)	2
2. Adult men (18-59 years old)	2	Adult men (18-59 years old)	2
3. Senior women (≥60 years old)	2	Senior women (≥60 years old)	2

²⁸ Bangladesh Bureau of Statistics, *Population & Housing Census 2011*, National Volume-2: Union Statistics (Dhaka, 2011). Available [here](#).

4. Senior men (≥60 years old)	2	Senior men (≥60 years old)	2
5. Men with disabilities	2	Men with disabilities	2
6. Women with disabilities	2	Women with disabilities	2
7. Adolescent boys (12-17 years old)	2	Adolescent boys (12-17 years old)	2
8. Adolescent girls (12-17 years old)	2	Adolescent girls (12-17 years old)	2
Total	16 FGDs	Total	16 FGDs

These population groups were selected in order to identify how age, gender, and disability might influence needs and thus help the sectors' prioritise assistance to certain groups. Although the information from the FGDs' analysis won't produce generalisable results they might provide some additional information that would help the response to further explore certain groups and gaps or needs. The questionnaire was adapted to the different population groups by displacement status gender and age to better capture their needs within their respective contexts.

C) Implementation

Household Survey

Prior to data collection, the ISCG will seek the necessary permissions from the respective management bodies for the areas to be surveyed.

ACTED and REACH enumerators will implement data collection within UNHCR and IOM-administered camps, whilst IOM-NPM enumerators will conduct data collection within the host community. REACH will lead the data cleaning and analysis to ensure consistent data quality across population groups.

Interviews in camps will be conducted in Rohingya. REACH will ensure translation of both refugee and host community tools prior to the training.

Prior to data collection, a three-day training will be held for enumerators, outlining the objectives and methodology of the assessment, data collection protocols, ethics and code of conduct, including Accountability to Affected Populations (AAP), referral mechanisms and Protection from Sexual Exploitation and Abuse (PSEA), clarification of tools/agreement on standards for recording responses, and multiple rounds of practice with tools.

The training will be led by REACH, while in-country technical partners and working groups will be encouraged to lead training sessions on sector-specific sections of the questionnaires as well as a session on referral pathways and protection guidelines in order to uphold the "do no harm" principle during data collection. REACH will organize the training venues. Tools and data collection protocols will then be piloted with a sample of refugee and host community households during a 2-day piloting exercise to identify and rectify problems before the full roll-out of data collection. This includes problems related to phrasing/understanding of the questions by both enumerators and the respondents, displaying/sequencing of questions on the screen or missing response options.

FGDs

FGDs will be conducted in a selection of camps and unions that the ISCG and other partners like IOM and UNHCR will identify. The design of the questionnaire will be a joint design effort between the members of the MSNA taskforce and will be conducted by the Child Protection sub-sector and their partners (FGDs with adolescents) and IOM/NPM (the rest of the groups). REACH will oversee the transcription, translation, and analysis of the FGDs.

To conduct FGDs with adolescents, the Child Protection sub-sector will follow REACH's guidelines on how to collect data from minors. They will decide which questions are best suited for adolescents, select the participants, obtain consent from the parents, and they were specially trained to detect signs of distress in minors. To conduct FGDs with men and women with disabilities, the Age and Disability focal point in Bangladesh was consulted on the questionnaire, IOM/NPM staff were trained to do data collection with people with disabilities, and the Center for Disability in Development (CDD) will support IOM/NPM's team by monitoring the development of the FGDs and provided specialised support when needed. The training for FGDs was conducted by IOM/NPM and the Child Protection sub-sector for their respective groups.

Assessment features, assumptions and limitations

- The assessment does not target refugees residing outside the official camps, neither unregistered refugee households.
- The J-MSNAs are designed to provide an analysis from a multi-sectoral perspective. They will not provide a detailed understanding of all sectors and thematic concerns. As such, in-depth sectoral assessments and triangulation with other sources is required to complement and deepen the analysis. In order to support this triangulation, other key data sources will be referred to within the J-MSNA outputs.
- The unit of analysis of the household survey is the household. As such, only limited information can be collected relating to conditions and experiences of specific members of the household. The resulting household data is therefore likely to conceal intra-household differences.
- Similarly, the J-MSNAs provide information and insights into levels of need at the time when the assessment is being conducted. As such, inter-seasonal differences will not be captured by the J-MSNAs. Results will have to be interpreted in light of the period of data collection, and be triangulated with other data sources for a more in-depth understanding of such differences.
- The analysis assumes that access restrictions will not be tightened during the analysis process, and that there will at least be a continuation of the current levels of support. Any contextual changes that lead to a significant reduction in access to services and/or livelihoods among refugees or host communities as well as any other events significantly impacting the situation or a significant prolongation of any restrictions well beyond the time of data collection will affect the relevance of the findings.
- Findings will capture households' self-reporting, and hence are at risk of bias. Some households might be inclined to over-report needs thinking it might translate into increased assistance, or might under-report challenges due to fear or social norms.

- Findings from the qualitative findings will provide limited information due to the small number of FGDs, and thus they should not be generalised to the population they represent. They should be considered exploratory findings and open the opportunity for in-depth assessments, if relevant.

Should there be any change regarding the security context and movements, all household interviews will be conducted over the phone. This can result in several risks, some of which can be mitigated, while others need to be taken into consideration when interpreting the results:

- *Participants may lose concentration more rapidly. In that case, REACH will reduce the questionnaire and prioritize the most important indicators, in conjunction with the sectors.*
- *Phone ownership may be more prevalent among men. To mitigate this risk, an analysis by gender of respondent will be performed to draw out differences in perception.*
- *Phone ownership may be more prevalent among better educated households, potentially biasing the results towards better educated households.*
- *For the host community, a bias towards beneficiary households has to be considered for areas not covered by the UNHCR host community database.*

3.5 Data Processing & Analysis

Data processing and analysis will be led by REACH and IOM/NPM.

A) Quantitative data collection

Data entry & cleaning: A progress tracking system will be implemented to track progress during data collection. The sum of completed interviews will be compared against the targeted number of interviews to track overall progress.

Data checking and cleaning will be conducted on a daily basis according to a set of pre-established Standard Operating Procedures (SoPs) in line with IMPACT’s minimum standards.²⁹ Data cleaning will include location checks, outlier checks, analysis of “other” responses, identification and removal or replacement of incomplete or inaccurate records, and recoding and standardising of entries.

Upon completion of data collection, the data will be analysed using R and as outlined in a predefined data analysis plan that ensures the necessary linkages between the questionnaire, the indicators to be measured and the overall research questions to be answered. The relevant descriptive statistics will be produced and key associations within the data tested.

Data analysis: Prior to data analysis, a framework will be developed and agreed upon with all sectoral partners, including approaches to ranking and prioritizing severity of need. Once the full dataset is cleaned, analysis will be carried out using R. Once the data analysis has been carried out, the dataset will be made available to external partners to enable use of data for further analysis. A full data analysis

²⁹ Compare [IMPACT Data Cleaning Minimum Standards checklist](#).

framework outlining the level of analysis feasible with each indicator will be included as an annex to this ToR.

- Analysis will be conducted at the overall level for all population groups. Camp-level and union-level analysis will additionally be conducted. R will be used for all analysis.
- In order to run overall level analysis, the dataset will be weighted. Findings from populations sampled using a random sample will be adjusted accordingly (scaling the confidence interval by the design effect).
- Additional cross-sectoral analysis will be jointly conducted with partners and will culminate in a workshop including all stakeholders (potentially incorporated within the HNO workshop). This may include additional analysis based on the gender of the head of the household, or households with at least one member reporting a disability (in line with the [Washington Group Questions](#)), for which a significance test will be conducted (e.g. chi square).

Data management and sharing protocols:

- **Raw data:** In camp data to be stored on the secure UNHCR server and host community data on IOM's server, only accessible to one individual from UNHCR, one individual from IOM/NPM and one individual from REACH. The exact raw data management arrangements will need to be decided upon once the data collection methodology and related roles and responsibilities have been defined. The data will be deleted from the Kobo server as soon as data collection is complete. The data will not be shared.
- **Anonymised dataset:** Any sharing or distribution of this data will require express prior written approval by the ISCG.
- **Anonymised and cleaned dataset:** Anonymised and cleaned datasets will be made available to MSNA task members and sector focal persons for the purpose of the analysis. Once the process and preliminary findings have been cleared by the ISCG, the datasets will be published on HDX.

B) Qualitative analysis

REACH will be in charge of the data processing and analysis of the FGDs. Qualitative data will be cleaned, and then analysed using MAXQDA to a Data Saturation Grid, and conducted in line with [IMPACT's qualitative data minimum standards](#). Data will be aggregated at the population level (refugee/host community) and gender of the respondents (women and girls/men and boys). The findings will be shared with the ISCG and sectors, and if the findings provide further light into the household survey findings, they will be used in the Thematic Brief.

4. Key ethical considerations and related risks

The proposed research design meets / does not meet the following criteria:

<i>The proposed research design...</i>	<i>Yes/ No</i>	<i>Details if no (including mitigation)</i>

... Has been coordinated with relevant stakeholders to avoid unnecessary duplication of data collection efforts?	Yes	Consultation with ISCG, IOM, UNHCR, sectors, secondary data analysis
... Respects respondents, their rights and dignity (<i>specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided</i>)?	Yes	Participation cannot take place without the informed consent of the respondent. The length of the survey will not be over 45 minutes.
... Does not expose data collectors to any risks as a direct result of participation in data collection?	Yes	No risk of exposure for data collectors.
... Does not expose respondents / their communities to any risks as a direct result of participation in data collection?	Yes	No risk of exposure for respondents / their community.
... Does not involve collecting information on specific topics which may be stressful and/ or re-traumatizing for research participants (both respondents and data collectors)?	Yes	The assessment adapts a “do no harm” approach to data collection by working with sector partners to ensure questions and methodology do not pose a risk of re-traumatization or distress to respondents. Any questions deemed as too sensitive to be asked either in-person will not be asked. Enumerator trainings will include sessions on principles related to respondent safeguarding and how to behave with and refer respondents if survivors of violence, including gender-based violence, violence against children or urgent child protection risks, or PSEA, disclose incidents over the course of the research.
... Does not involve data collection with minors i.e. anyone less than 18 years old?	No (FGDs)	In the household survey, respondents have to be at least 18 years old to participate. Questions regarding minors belonging to the household will

		<p>be addressed directly to the respondent.</p> <p>Some FGDs will include minors (aged 12-17). As mitigation measures, partner experts in child protection will conduct the FGDs (Child Protection Sub-Sector coordinating, Save the Children facilitating). To conduct FGDs with adolescents, the Child Protection sub-sector and Save the Children will follow REACH's and their internal guidelines on how to collect data from minors. They will decide which questions are best suited for adolescents, select the participants, obtain consent from the parents, and they were specially trained to detect signs of distress in minors.</p>
<p>... Does not involve data collection with other vulnerable groups e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?</p>	<p>No (FGDs)</p>	<p>Household survey: While vulnerable groups will not be specifically targeted by this assessment, refugees or host communities interviewed may have been exposed to protection incidents.</p> <p>Enumerators will receive training on ensuring questions are asked in a non-intrusive, sensitive manner to mitigate any unintended harm. Additionally, respondents can skip questions or pause/withdraw from the discussion at any point.</p> <p>Specific questions related to disability will be designed according to the Washington</p>

		<p>Group - Short Set of Questions on Disability.</p> <p>FGDs: To conduct FGDs with men and women with disabilities, the Age and Disability focal point in Bangladesh was consulted on the questionnaire, IOM/NPM staff were trained to do data collection with people with disabilities, and the Center for Disability in Development (CDD) will support IOM/NPM's team by monitoring the development of the FGDs and provided specialised support when needed.</p>
... Follows IMPACT SOPs for management of personally identifiable information ?	Yes	All PII will be managed in accordance with IMPACT Initiatives SOPs for Personally Identifiable Information .

5. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Research Manager	Country Coordinator (CC)	IMPACT HQ Research and data unit (RDDU), MSNA TWG, Sectors	ISCG
Supervising data collection	Program Officer, Field Coordinator	Assessment Officer	Research Manager, RRDU	CC
Data processing (checking, cleaning)	Data Officer, Program Officer, Assessment Officer	Senior Data Officer		CC

Data analysis	Program Officer, Assessment Officer	Senior Data Officer	Research Manager, RDDU, MSNA TWG	ISCG, CC, UNHCR
Output production	Assessment Officer	Research Manager	MSNA TWG, RDDU	ISCG, CC
Dissemination	Assessment Officer, Research Manager	Research Manager	IMPACT HQ Communication Unit, CC	
Monitoring & Evaluation	Assessment Officer, Research Manager	Research Manager	RDDU	MSNA TWG, Donors, RDDU, CC
Lessons learned	Assessment Officer, Research Manager	Research Manager	MSNA TWG, ISCG, CC	RDDU

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

The full data analysis plan of the household survey and focus group discussions can be accessed in this [link](#).

7. 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 x product from Resource Centre	Country request to HQ	User_log	X Yes
		# of downloads of x product from Relief Web	Country request to HQ		X Yes
		# of downloads of x product from Country level platforms	Country team		X Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		X Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		X 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	<i>Bangladesh JRP 2024, UNHCR Country Strategy, Sectors strategies</i>
		# references in single agency documents			
Humanitarian stakeholders are	Humanitarian actors use IMPACT evidence/prod	Perceived relevance of IMPACT country-programs Perceived usefulness and influence of IMPACT outputs	Country team	Usage_Feedback and	<i>Usage survey to be conducted in February 2024</i>

using IMPACT products	ucts 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	Recommendations to strengthen IMPACT programs		Usage_Survey template	related to all outputs, targeting at least 50 partners
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e. Staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	X Yes
		# of organisations/clusters inputting in research design and joint analysis			X Yes
		# of organisations/clusters attending briefings on findings			X Yes

ANNEX 1: MODIFICATION TO THE CORE INDICATORS

Indicator number	Indicator	Question	Please explain what modifications were made?	Justification for the change?	Change made in consultation with IMPACT RDD? If yes, who was consulted?
82	<p>% of households living in safe and dignified dwellings (structure that protects them against external threats, health problems, weather and natural hazards)</p> <p>% of households reporting type of shelter they currently live in</p>	What type of shelter does the household live in?	<p>We added the following response options: Caravan;</p> <p>Worksite/ Abandoned Building; Farm Building; School, mosque, church or other religious building; Garage, shop, workshop, or other structure not meant as residential space; Jhuprie; Kutcha; Semi pucca; Pucca.</p> <p>We deleted the following response options: Solid / finished house; Solid / finished apartment.</p>	<p>UNHCR asked to include more response options (coming from the RMS).</p> <p>SCCCM also suggested to add more contextualized response options, such as Jhuprie, Kutcha, Semi pucca and Pucca</p>	In consultation with the Bangladesh Shelter and CCCM sector, and UNHCR, validated by Valentina RIVAS
95	<p>% of households having had access to an improved drinking water source</p> <p>% of households by type of primary source of drinking water (W1)</p>	What is the main source of drinking water for members of your household?	<p>New options added, according to the WASH sector :</p> <p>Piped water tap/tapstand into settlement site; Deep tubewell; Shallow tubewell; Deep or shallow tubewell (unknown)</p>	Options contextualized	Yes, Elliott BAKKER
N/A	<p>All education questions</p> <p>% of children aged between 5 and 17 y.o.</p>	<p>All education questions</p> <p>With age bracket 5-17</p>	Age bracket was changed to 5-18 for the sectors' programmatic needs. For the MSNI	Sectors' education programmes are until 18 years old	Yes, Gareth WHALLEY

			age bracket 5-17 will be used		
4a	% of children aged between 5 and 17 y.o. who were able to safely travel to school and learn in safe conditions at the school during the 2022-2023 school year	[if enrolled and attending regularly formal education (also applies for children enrolled or attending non-formal education), see indicators 3a, 3b and 7] During the 2022-2023 school year, was [name] able to travel safely to school and learn in safe conditions at the school? Notes: "Travel safely to schools": Without facing physical or mental threat on the way to school "Safe conditions at the school": The learning environment is safe for children	We changed the mention in brackets: [if enrolled and attending regularly formal education (also applies for children enrolled AND attending non-formal education)].	For consistency matters, and also due to the fact that non-formal schools is the norm for the population living in the camps.	Yes, Marie-Amandine
5a	% of children aged between 5 and 17 y.o. who were able to learn in acceptable conditions during the 2022-2023 school year	[if enrolled and attending regularly formal education (also applies for children enrolled or attending non-formal education),see indicators 3a, 3b and 7] During the 2022-2023 school year, was [name] able to learn in acceptable conditions? (i.e. the	We changed the mention in brackets: [if enrolled and attending regularly formal education (also applies for children enrolled AND attending non-formal education)].	For consistency matters, and also due to the fact that non-formal schools is the norm for the population living in the camps.	Yes, Marie-Amandine

		learning environment met the basic educational needs of learners)			
1b	% of school-aged children not enrolled in or not regularly attending formal school during the 2022-2023 school year, by reason	[if not enrolled or not regularly attending formal school (see indicator 1a, 3a and 3b) During the 2022-2023 school year, what was the main reason [name] did not access formal school?	Changing the wording “formal school” to “camps’ education facilities” for the refugees.	For the refugees, formal school is not allowed. The question has been adapted so that we take into account non-formal school.	Yes, Gareth WHALLEY
1b	% of school-aged children not enrolled in or not regularly attending formal school during the 2022-2023 school year, by reason	[if not enrolled or not regularly attending formal school (see indicator 1a, 3a and 3b) During the 2022-2023 school year, what was the main reason [name] did not access formal school?	Deleting the response options “Cannot afford education-related costs (e.g. tuition, supplies, transportation)”, “Lack of school in the community Deleting the response options related to remote education	Those options don’t apply to refugees as they don’t pay any education related-costs and schools are available in all camps. Remote education is really uncommon in the camps.	In consultation with the Bangladesh Education sector, approved by Gareth WHALLEY
22	Household income over the 30 days prior to data collection, by amount and % from each source	Can you estimate your household's income (in local currency) over the last 30 days from each of the following sources? Please only report income received in the form of money, not items or services.	Adding a new option “Volunteer engagement in camps”	New option, according to the humanitarian context in the camps. Suggested by the Cash and markets working group in Bangladesh	In consultation with the Bangladesh Cash and Markets working group, validated by Valentina RIVAS
52a to 52j	Use of livelihood coping strategies (non-IPC/CH countries only)	In the last 30 days, did your household [do X] due to a lack of resources to cover basic needs (such as	Questions have been contextualized to the Bangladeshi context, following the Bangladesh WFP indicators (REVA), to	Indicators contextualized. Consistency within the Bangladesh response.	Yes, Olivia FALKOWITZ and Chris PACI

		food, shelter, health, education, etc.)?	allow for comparability and consistency. That's why we have 6 stress indicators, 6 crisis indicators and 3 emergency indicators (instead of 4 stress, 3 crisis and 3 emergency strategies)	Following WFP's recommendations	
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ANNEX 2: DAILY DATA CLEANING PROCEDURE

- Data is downloaded and cleaned on a daily basis, building on an R cleaning script.
- Google spreadsheets will be used for the REACH cleaning logs and Partner cleaning logs (one for each Partner organisation), in which data errors/logical errors are flagged (based on the automated R cleaning script), and feedback is requested from the field teams. Such feedback may include confirmation of the data entry, correction, or clarification.
- The cleaning log will be updated daily, seeking feedback from REACH and Partner Organisations. Daily feedback is needed to avoid enumerators forgetting about the specific data entries.
- After the first week of data collection, a call may be scheduled with REACH to discuss common problems in data cleaning, allowing adjustments in both enumerator training/guidance, as well as the cleaning script (to avoid redundancy in cleaning checks).
- Enumerators may require additional feedback and guidance during the data collection process, and data should be monitored closely to ensure data quality.

Daily Processes during Data Collection

Step	Action	Frequency	Responsible
1. Data cleaning and geospatial checks			
1.1	Download data and audit file from the server from previous day of data collection	Daily	DO
1.2	Generate assessment progress tracking report and email it to AOs	Daily	DO
1.3	Perform data cleaning based on data cleaning plan and generate cleaned dataset with cleaning log	Daily	DO
1.4	Perform additional spot checks and flag additional potential checks to AO to update data cleaning plan	Daily (at least in the early stages)	DO
2. Progress Tracking			
2.1	Compare progress tracker with data collection plan	Daily	AO
2.2	Consult with Field team on progress updates/delays/challenges	Upon need	AO
2.3	Review progress tracker for enumerator productivity and deleted interviews and give feedback to the field officers	Upon need	AO
3. Cleaning REACH data and report back to field teams			
3.1	Review cleaned dataset, identify potential errors, update data cleaning plan if the errors are new and report the updates back to the DO	Daily (at least in the early stages)	DO, AO
3.2	Upload cleaning log on Google spreadsheet, seeking feedback from SFOs	Daily	AO

3.3	Review cleaning log and approve changes that need to be made to the flagged cells (e.g. if an outlier needs to be changed to NA).	Weekly	AO, DO
3.4	Review the cleaning log and report persistent errors back to the field teams (individually or through the Whatsapp group if errors committed by multiple teams)	Daily (at least in the early stages)	AO
3.5	Consult field teams about uncommon errors and/or understanding common errors (e.g. non-extreme outliers)	After first week of DC (upon need afterwards)	DO, AO
4. Cleaning Partner data and Progress Monitoring			
4.1	Compare progress tracker with field team data collection plan	Every 2nd day	AO
4.2	Consult with field team on progress updates/delays/challenges	Upon need	AO
4.3	Review data, identify potential errors	Daily (especially in the beginning)	DO, AO
4.4	Provide cleaning log to partners through Google Spreadsheet on errors, and seek feedback and/or corrections	Daily	AO
4.5	Integrate feedback/corrections to partner data	Daily	AO, DO

For more resources on data cleaning, please refer to REACH [Minimum Standard Checklist on Data Cleaning](#).