

Research Terms of Reference

Somalia Joint Multi Cluster Needs Assessment (JMCNA) 2020

Somalia

June 2020
Version 1
REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Somalia		
Type of Emergency	<input checked="" type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/> Conflict
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/> Slow onset <input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	Office for the Coordination of Humanitarian Affairs (OCHA) and the Inter-Cluster Coordination Group (ICCG)		
Project Code	27DLW and 27DSV		
Overall Research Timeframe	01/04/2020 to 01/10/2020		
Research Timeframe	1. Start collect data: 12/07/2020		5. Preliminary presentation: 23/08/2020
	2. Data collected: 03/08/2020		6. Outputs sent for validation: Outputs: Clean data-set: 4/08/2020 Fact-sheets: 25/08/2020 Report: 15/09/2020
	3. Data analysed: Preliminary: 14/08/2020 Final: 21/08/2020		7. Outputs published: Preliminary: 30/08/2020 Final: 30/09/2020
	4. Data sent for validation: Preliminary: 04/08/2020 Final: 08/08/2020		8. Final presentation: 02/09/2020
Number of assessments	<input checked="" type="checkbox"/>	Single assessment (one cycle)	
	<input type="checkbox"/>	Multi assessment (more than one cycle)	
Humanitarian milestones	Milestone		Deadline
	<input checked="" type="checkbox"/>	HNO Sectoral Analysis Support	17/09/2020 Presentation of results
	<input checked="" type="checkbox"/>	HNO Joint Analysis Workshop(s)	25/08/2020 Presentation of results
	<input checked="" type="checkbox"/>	Inter-cluster plan/strategy WASH, Education, Protection, IPC	17/09/2020
	<input checked="" type="checkbox"/>	Donor plan/strategy	06/09/2020
	<input type="checkbox"/>	Cluster plan/strategy	--/--/----
	<input type="checkbox"/>	NGO platform plan/strategy	--/--/----

Audience Type & Dissemination	Audience type		Dissemination	
	<input checked="" type="checkbox"/> Strategic <input type="checkbox"/> Programmatic <input type="checkbox"/> Operational		<input type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <input checked="" type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting <input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting) <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input checked="" type="checkbox"/> Joint analysis workshops in Hargeisa, Mogadishu, and Nairobi	
Detailed dissemination plan included in Annex 4	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
General Objective	To inform the 2021 Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP) in the context of ongoing COVID-19, locust, drought and displacement crisis in Somalia by providing updated nation-wide, district-level, multi-sectoral analysis of current and forecasted severity of needs among the crisis-affected population.			
Specific Objective(s)	<ul style="list-style-type: none"> To provide a detailed overview of the current humanitarian needs and gaps of crisis-affected population (by sector and across sectors) in Somalia to inform the Humanitarian Needs Overview and Humanitarian Response Plan for 2021 To understand the severity of needs of the assessed population, including living standard gaps used, in cluster-specific,¹ and inter-sectoral approaches To identify variations in need amongst population groups and geographical areas in order to inform response prioritisation and strategic planning 			
Research Questions	<ul style="list-style-type: none"> What are the main household needs and priorities (sectoral and multi-sectoral) in Somalia? <ul style="list-style-type: none"> What proportion of households have moderate and severe needs within and across sectors? Where are they located? What do their survival, emergency, and livelihood problems consist of? What is the level of household access to basic services? Are any groups excluded from accessing basic services? Which population groups are the most vulnerable? Which are the main factors exacerbating or mitigating their needs? What protection concerns currently affect population groups in Somalia? How do they intersect with other needs? What knowledge, attitudes, and practices surrounding COVID-19 are currently held by population groups in Somalia? How do the answers to the aforementioned questions vary according to district and region, urban or rural areas,² and displaced and non-displaced population groups? 			
Geographic Coverage	All accessible districts based on available phone lists			
Secondary data sources	Academic articles, UN and Cluster portals, flash-updates and bulletins; Forecast for drought, flooding, locusts (FAO; SWALIM; Clusters); Covid-19 (WHO; Ministry of Health; Clusters). Full list forthcoming.			

¹ Currently, clusters participating in cluster-specific analysis workshops include Education, WASH, and Shelter & NFI

² Comparisons across urban and rural areas may be carried out if the distribution of urban and rural settlements in the final sample permits

Population(s)	<input checked="" type="checkbox"/> IDPs in camp	<input checked="" type="checkbox"/> IDPs in informal sites	
	<input checked="" type="checkbox"/> IDPs in host communities	<input type="checkbox"/> IDPs [Other, Specify]	
	<input 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"/> Non-displaced Host communities	<input checked="" type="checkbox"/> Non-displaced non-hosting communities	
Stratification	Geographical #: District <input type="checkbox"/> Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Group #: Displaced/Non-Displaced <input type="checkbox"/> Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Data collection tool(s)	<input checked="" type="checkbox"/> Structured (Quantitative)	<input type="checkbox"/> Semi-structured (Qualitative)	
	Sampling method	Data collection method	
Structured data collection tool # 1	<input type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input checked="" type="checkbox"/> Non probability / Quota sampling	<input type="checkbox"/> Key informant interview (Target #): _ _ _ _ <input type="checkbox"/> Group discussion (Target #): _ _ _ _ _ <input checked="" type="checkbox"/> Household interview (Target #): 10,000 <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ <input type="checkbox"/> Direct observations (Target #): _ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _	
Analytical Framework used	<input type="checkbox"/> JIAF (All components)	<input checked="" type="checkbox"/> JIAF (Some components only) Well-being pillar excluded	
Lessons Learned incorporation from past MSNAs	<input checked="" type="checkbox"/> Documentation available and consulted	<input type="checkbox"/> No lessons learned documentation available	
	<input type="checkbox"/> No MSNAs conducted in the past		
Data management platform(s)	<input checked="" type="checkbox"/> IMPACT Kobo	<input type="checkbox"/> UNHCR	
Expected output type(s)	<input type="checkbox"/> Situation overview #: _ _	<input checked="" type="checkbox"/> Report #: 1 (1 Executive summary, 1 final report)	<input type="checkbox"/> Profile #: _ _
	<input checked="" type="checkbox"/> Presentation (Preliminary findings) #: 7 (1 per Cluster)	<input checked="" type="checkbox"/> Presentation (Final)	<input checked="" type="checkbox"/> Factsheet #: 18 (1 National + 17 Regional)
	<input type="checkbox"/> Interactive dashboard #:	<input type="checkbox"/> Webmap #: _ _	<input checked="" type="checkbox"/> Map #: TBD
Access	<input checked="" type="checkbox"/> Public (available on REACH resource center and other humanitarian platforms)		
	<input type="checkbox"/> Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
Visibility Specify which logos should be on outputs	REACH		
	Donor: OFDA/ECHO		
	Coordination Framework: OCHA		
	Partners: Full list of contributing partners to be included at the end of data collection.		

2. Rationale

2.1. Rationale

Somalia has been experiencing a multi-layered, complex, and protracted crisis over the past three decades. Insecurity and armed conflict continues to exacerbate the effects of periodic natural disasters and climate-driven shocks, such as droughts and flooding. The compound and complex nature of the crisis continues to influence displacement patterns and constrain the availability of resources, while the presence of armed groups severely impedes the level of access and support provided by humanitarian actors. Crops have been affected by large swarms of locusts in the region in late 2019 and again in 2020. These infestations have impacted large areas of the country. In addition, in March 2020, COVID-19 cases were confirmed in the country. This situation and the precautions steps taken to curb the spread of the virus have further complicated both the needs of households, and the ability of humanitarian agencies to respond to needs.

There is thus a pressing need for an integrated and harmonised humanitarian response plan to continue support and interventions which address these complex impacts, and an imperative for continued nationally-representative needs assessments to provide the required evidence base for such response planning. To this end, REACH is supporting the fourth Joint Multi-Cluster Needs Assessment (JMCNA) in Somalia. The assessment will build on the previous cycle of needs assessments, as well as existing assessments conducted by other humanitarian actors, such as the seasonal studies carried out by the Food Security and Nutrition Analysis Unit (FSNAU). However, while such assessments focus on specific needs, hot-spots, or are conducted at the livelihood zone level, the JMCNA seeks to address information gaps by ensuring that the severity of needs relevant to each cluster are assessed in a way that enables comparison across the country, across population group types, and geographical areas. Moreover, the JMCNA directly addresses the information gaps in cross-cutting needs at the household level and facilitates the understanding of the co-occurrence of different sectoral needs

Thus, the JMCNA aims to facilitate a harmonised response plan at the operationally relevant district level; it relies on the concerted and coordinated efforts of all partners to encourage joint planning, implementation of the assessment and data collection, and the analysis and interpretation of results. The ultimate goal of the assessment is to inform partners at the strategic level and as such is timed to be completed in advance of the Humanitarian Needs Overview and Humanitarian Response Plan process, scheduled to begin in September 2020.

3. Methodology

3.1. Methodology overview

The assessment will consist of a secondary data review (SDR) and a structured household survey. The household survey will be administered through phone calls, due to the risks associated with in-person data collection during Covid-19, using a non-probability quota sampling approach. The SDR will bring together existing NGO and UN reports and assessments, academic articles, security updates and cluster flash updates, and provide the contextual background upon which the results of the JMCNA will be framed. Secondary data is also used to draw the sample frames for the displaced and non-displaced population strata.

The household is used as the unit of measurement as it is the most relevant for examining the severity of needs and vulnerabilities, improves the coverage of the assessment, and optimises the trade-offs between the quality of information collected and the required sample sizes. It is administered by trained enumerators who will conduct data collection through remote phone-based interviews.

The key indicators and survey tool used will be designed in close collaboration and consultation with all clusters, as well as representatives from the Assessment Working Group (AWG), Office for the Coordination of Humanitarian Affairs (OCHA) and the Inter-Cluster Coordination Group (ICCG). The results emanating from the SDR and household survey will be interpreted jointly through cluster-specific as well as inter-cluster workshops.

Certain areas of Somalia remain inaccessible to enumerators and field staff due to security concerns and risks. Partnering with local Non-Governmental Organisations (NGO) already and currently active in the area, remains one method to overcome this limitation. Using data collected from REACH's Hard to Reach Assessments operational in Baidoa and Mogadishu from January to July 2019 will serve as a second measure to mitigate the lack of access to certain areas and

the paucity of data. While data from the Hard to Reach Assessments is collected according to a different methodology,³ and may not fully capture information for all indicators used for the JMCNA, they will nonetheless provide information that will help paint a broader picture of population needs in areas for which data was not previously available through the JMCNA.

3.2 Population of interest

As the JMCNA aims to provide a wide coverage of the entire country, a large number of districts will be assessed and will include both urban and rural areas in order to enable a comparison of results across population groups and districts. The populations of interest include both displaced persons and non-displaced (hosting and non-hosting) communities, and are thus differentiated according to their displacement status. Therefore, the JMCNA will focus on displaced persons in formal and informal sites, as well as non-displaced households in both urban and rural areas, in order to draw comparisons across groups and across geographical areas. The population of interest assessed during data collection will be limited to the sub-set of households possessing a mobile phone and residing in areas with cellular network coverage.

Given that the JMCNA's objective is to inform strategic planning and subsequent humanitarian response the household is selected as the unit of measurement. District-level results are subsequently aggregated at the regional, state, and national levels in order to explore broader trends and dynamics.

3.3 Secondary data review

A full bibliography for a list of sources used for the secondary data review will be published at a future date.

3.4 Primary Data Collection

Primary data will be collected by means of a household-level survey designed with the participation of the humanitarian clusters. Cluster leads are asked to outline information gaps and the type of data required to inform their strategic plans. Key indicators are developed by REACH with the substantive input of participating partners, and subsequently validated by the clusters. REACH will draft the household survey tool through an iterative consultation process with cluster partners and OCHA and is aligned, as much as possible, with the draft Joint Inter-Sectoral Analysis Framework (JIAF) which will serve as a common and structured method for assessing the severity of needs across different clusters.

In contrast to previous rounds of the JMCNA which relied on in-person data collection, the current JMCNA will switch to collecting data through remote phone calls, due to the risk of spread of Covid-19. Switching to remote data collection methods reduces the risk of transmission of Covid-19 as travel and in-person contact for REACH staff and enumerators is limited. Thus, due to Covid-19, all data collection will be conducted through remote phone calls by enumerators working at home. In order to ensure the reliability of data, REACH will put in place extensive data quality control procedures. Where possible to conduct safely, enumerators will be requested to conduct a few surveys under the supervision of REACH Field Officers. For all staff working, even briefly, at REACH offices there will be personal protective equipment for each individual (masks, gloves, hand sanitiser), increased frequency of cleaning of office spaces, and a limitation on the number of people permitted to gather together.

The current JMCNA will rely on non-probabilistic household quota sampling to establish minimum sample sizes for each district and population group of interest. Non-probability sampling is a *"sampling strategy in which a sample from a larger population is chosen purposefully, either based on (1) on pre-defined selection criteria or (2) on a snowball approach to build a network of participants from one entry point in the population of interest"*.⁴ It is important to note that *"although not generalizable with a known level of statistical precision, non-probability sampling can still generate indicative findings with some level of representation if participant selection is done well. Sample sizes for non-probability sampling are based on what is feasible and what should be the minimum to meet the research objectives with quality standards."*⁵

The decision to use non-probability sampling procedures for household level interviews – and thus eschew random sampling methods such as random digit dialing was mainly driven by 1) the lack of comprehensive phone number lists (and the desire to avoid using beneficiary lists as it would reduce the population of interest to a sub-set of those receiving humanitarian aid and thus further bias results), and 2) the reluctance of individuals to answer unknown numbers due to security concerns, especially in South Central and South West areas of Somalia. Thus, the JMCNA will use non-probability household quota

³ The Hard to Reach Area Assessment relies on a purposive sampling method and makes use of key informant interviews for quantitative data estimates as well as focus group discussions. The data is collected at the settlement level.

⁴ IMPACT. 2020. "MSNA 2020 Sampling Guidance Note", p. 1

⁵ Ibid.

sampling, relying on phone lists collected through previous rounds of the JMCNA 2018 and 2019. As aforementioned, such an approach may still generate indicative findings with an acceptable level of representativeness. The target sample sizes for the 2020 JMCNA will be the same as 2019 (per population group and district), which thus provides the required quotas proportional to the populations of interest per district. The sample frame itself will be constructed through respondent contact information collected through the JMCNA 2018 and 2019, and a snowballing strategy will be used to collect the required targets if the initial sample frame proves insufficient.⁶ In order to counter for potential loss of survey due to data quality concerns a buffer of 20% has been included to the target quotas for each population group. The additional use of phone lists from the 2018 JMCNA round is expected to serve as a buffer for non-responses. Refer to Annex 1 for an overview of the sample frame.

It is important to also note the limits to household quota sampling. The use of non-probability sampling implies that margins or error and confidence intervals cannot be calculated for the data, and that the data should be treated as indicative rather than statistically representative. Household quota sampling may also be prone to human-induced bias with regards to the selection of attributes for differentiation, or the determination of targets, which may limit the generalisability of results. Finally, the sample of households assessed is a sub-set of those possessing a mobile phone and residing in areas with cellular network coverage.

In order to ensure the protection of data, the REACH Senior Database Officer will provide Field Officers encrypted lists of numbers which they will be shared with enumerators in a structured and supervised manner. Enumerators will enter each code in order to begin each interview. Once a code is entered, the respondent's phone number appears on the survey and enumerators begin the interview by introducing themselves and requesting the respondent's consent to proceed. Enumerators will be expected to maintain a call-tracking log for each call. Each day, enumerators upload the survey forms and de-brief the Field Officers of any issue encountered during data collection. The Field Officers and Assessment Officers are responsible for data checking and cleaning procedures at the end of each day, and for communicating feedback to the enumerators.

The assessment will take place in July 2020. Where available, REACH will work closely with partner organisations to coordinate data collection remotely. Where possible, enumerators with prior experience with REACH assessments will be used. All enumerators will be administered a written test to ensure that they possess the required competencies to administer the household survey. 8 REACH field officers will hold a series of training workshops in key districts remotely via Skype in order to train team leaders and enumerators from districts being assessed. Data collection will commence after team leaders and enumerators have been trained. Households numbers will be randomly selected according to the sampling framework, with the questionnaire being administered either to the head of household or anyone else above the age of 18 able to speak on behalf of the household. In extraordinary circumstances, if the Head of Household is below the age of 18, but above the age of 15, we will continue with the interview if there is no elder Household member.

3.5. Data Processing & Analysis

At the end of each day, the team leaders will ensure that the data is uploaded from the smartphones used by the enumerators to the Kobo Collect server. The REACH database officer will download all datasets and send them to the REACH GIS specialist and officers for sample verification. Sample verification is required since households previously recorded as residing in one district may have moved since then. In such cases, interviews will be re-classified as per their correct district. Once the data have been verified using previous JMCNA sample frames, the database officer will remove sensitive information, and disaggregate the data sets by district. The field officers will check and clean the data and note any changes made in the change-log before sending the cleaned data to the REACH assessment officers. The assessment officers will check all data again and take note of any recommendations and/or any points for follow-up and will provide them to the field officers who will transmit the information to the team leaders and enumerators during their daily briefings. In addition to the daily data checks, the final dataset for each district will undergo a thorough cleaning, with any outstanding issues reported to field staff for feedback.

In order to standardize this process two tools will be used:

- Standard Operating Procedure (SOP) for data cleaning: a step by step guide for key data cleaning issues, including checking the time stamp of each survey, issues with skip logic and outliers. The SOP will be developed based on the JMCNA household survey tool and REACH's [Data Cleaning Minimum Standards Checklist](#). Refer to Annex for the data cleaning SOP.

⁶ Respondents from previous JMCNA surveys gave consent to be contacted by REACH in the future.

- Data analysis will be done using the DRAFT Joint Inter-Agency Analytical Framework (JIAF) model, adapted to the local context, with the severity thresholds determined in collaboration with the cluster partners. Following the analysis, findings will be assembled into a presentation for a Joint Analysis Workshop (JAW) with operational partner organisations. At the JAW, REACH will present the findings, with partners providing their interpretations of findings, based on their sectoral and contextual knowledge. At the end of the presentation, REACH and partners will have a wrap-up discussion in which conclusions regarding the overall research objectives are agreed upon, along with the recommendations for partners arising from these conclusions. The conclusions from the JAW will also be used to inform partners and stake-holders at the national and international level.

4. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Assessment Officer	Country Point Focal	Cluster Coordinators, OCHA, HQ	ICCG
Supervising data collection	Assessment Officers (x2)	Senior Assessment Officer	Senior Field Manager	HQ, AWG, ICCG
Data processing (checking, cleaning)	Field Staff (x8)	Senior Manager, Assessment Officers (x3)	HQ, GIS Staff	HQ, Manager GIS
Data analysis	Assessment Officers (x3)	Senior Assessment Officer	HQ, Manager, GIS CFP, Clusters	AWG,
Output production	Assessment Officer	Senior Assessment Officer	HQ, Manager, Country Focal Point	AWG, Clusters
Dissemination	Assessment Officer	Country Point Focal	Clusters, AWG	ICG, HCT
Monitoring & Evaluation	Assessment Officer	Senior Assessment Officer	HQ	Regional Coordinator
Lessons learned	Senior Assessment Officer	Country Point Focal	All staff involved in the assessment	Clusters, ICCG, 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

Refer to **Annex 5** for the Data Analysis Plan.

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 Final Report from Resource Centre # of downloads of Sectoral Factsheets from Resource Centre # of downloads of Regional Factsheets from Resource Centre # of downloads of Maps from Resource Centre	Country request to HQ	User_log	X Yes
		# of downloads of Final Report from Relief Web # of downloads of Sectoral Factsheets from Relief Web # of downloads of Regional Factsheets from Relief Web # of downloads of Maps 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 Final Report from REACH global newsletter	Country request to HQ		X Yes
		# of page clicks on Final Report from country newsletter, sendingBlue, bit.ly # of page clicks on Sectoral Factsheets from country newsletter, sendingBlue, bit.ly # of page clicks on Regional Factsheets from country newsletter, sendingBlue, bit.ly # of page clicks on Maps from country newsletter, sendingBlue, bit.ly	Country team		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	Somalia HNO 2021; Somalia HRP 2021
		# references in single agency documents			All Cluster Response Plans (Protection, Shelter, Health, Food Security and Livelihoods, Nutrition, WASH, and Education)

Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback and Usage_Survey template	Survey monkey to be conducted in November 2020 following joint analysis workshops and release of all products targeting at least 30 partners (including all partners involved in data collection)
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	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: SAMPLE

Note: The sample frame is subject to change due to the fluid nature of the context, notably, the changing accessibility of certain areas due to security concerns, and the migration of households from settlements. The sample will be based on the proportions attributed to each district in previous JMCNA rounds thereby ensuring a relatively sound level of confidence in the distribution of the number of surveys by geographical area.

District	Non-IDP Settlement (including 20% buffer)	IDP Settlement (including 20% buffer)	Total sample (including 20% buffer)
Afgooye	139	137	276
Afmadow	95	163	258
Baardheere	95	86	181
Badhaadhe	95	0	95
Badhan	82	91	173
Baidoa	108	122	230
Baki	173	0	173
Balcad	95	0	95
Banadir_Daynile	95	148	242
Banadir_Dharkenley	95	170	265
Banadir_Hodan	95	161	256
Banadir_Kahda	95	140	235
Banadir_other districts	95	304	399
Bandarbayla	181	0	181
Belet Weyne	206	155	361
Belet Xaawo	163	0	163
Berbera	96	90	186
Borama	173	94	266
Bossaso	95	163	258
Burco	161	95	256
Burtinle	94	96	190
Buuhoodle	95	151	246
Buur Hakaba	216	0	216
Cabudwaaq	95	168	263
Cadaado	95	95	190
Caynabo	181	94	275
Ceel Afweyn	96	94	190
Ceel Barde	149	92	241
Ceel Waaq	95	41	136
Ceerigaabo	210	91	301
Dhuusamarreeb	95	100	194
Doolow	95	95	190
Eyl	166	0	166
Gaalkacyo north	96	133	229

Gaalkacyo south	95	138	233
Galdogob	103	100	203
Garbahaarey	95	77	172
Garowe	95	144	239
Gebiley	151	90	241
Hargeysa	157	144	301
Hobyo	154	83	236
Iskushuban	190	0	190
Jariiban	97	0	97
Jowhar	144	138	282
Kismayo	125	139	264
Laas Caanood	95	166	260
Laasqoray	98	0	98
Lughaye	151	94	245
Luuq	112	94	205
Marka	98	0	98
Mataban	158	0	158
Owdweyne	138	84	222
Qardho	95	0	95
Qoryooley	170	0	170
Sheikh	185	0	185
Taleex	94	86	180
Waajid	94	100	193
Wanla Weyn	173	98	271
Xudun	94	172	265
Xudur	95	74	169
Zeylac	125	0	125
Grand total	7585	5388	12974

ANNEX 2: DATA CLEANING SOP

These Standard Operating Procedures (SOPs) are based on the tool designed for JMCNA 2020, and builds on the requirements outlined in the IMPACT Data Cleaning Minimum Standards Checklist. It complements the Data Management SOP, which details roles and responsibilities during data processing.

Using Macro Enabled Tool for Data Cleaning:

Populating data into the macro enabled cleaning sheet:

Please keep in mind that daily updated raw dataset contains running log of all data kept in the server. So you'll need to filter manually the newly uploaded surveys into the consolidated cleaning sheet.

Follow these below steps to do this in an easy and effective way;

1. Familiarize yourself as many times as needed with the user manual part of the Macro cleaning workbook.
2. Open the raw dataset and the macro enabled spreadsheet.
3. Copy your raw data into the first tab of the macro called "raw_data".
4. Copy the uuid from your macro-cleaning tool.
5. Paste the uuid you copied from the cleaning tool at the bottom of the raw data
6. Then see the duplicates (Home - Conditional Formatting - Highlight Cells Rules - Duplicate Values).
7. Filter unique values (filter by color - non fill).
8. Copy the unique rows into your macro tool.

This will allow you to avoid errors of the macro in case of populating duplicating UUIDs.

IMPORTANT STEPS:

1. Delete interviews that took less than 10 minutes. For interviews that took longer than 40 minutes, seek clarification from the enumerator on why that is the case
2. Run all necessary data checks first, flagging the inconsistent or unexpected responses **and** outliers.
3. Go to Data Cleaning Tab and sort all entries by UUID (don't forget to select "expand the selection" as you do the sorting).
4. Mark out the **records** (entire survey row) with **3+** flagged entries

N.B.: Flagged entries can be: **outliers** (that is values too high or too low from expected values) **or responses that are logically inconsistent**, (e.g no health access but the respondent reports spending money on health).

5. If any record (row) **has 3 checks** (outliers, conflicting values, inconsistent responses) **that cannot be checked (either through enumerator follow-up or callback to the respondent), the whole interview must be deleted! So enumerator and respondent follow-up and call-backs are critical!**

6. **Do further cleaning for the remaining entries as usual.**

7. At all times when changing the multiple_choice questions, **make sure that numeric values (0/1) are changed and logged accordingly.**

8. **Pay attention to using proper spelling of the response options – keep the tool open to guide you. Otherwise, there is a risk that the analysis contains errors** – the analysis script will recognize the response options **ONLY** the way they are spelled in the tool, e.g. it will read bought_cash but not 'bought cash' or 'bought with cash'.

Data checking:

Examples of checks that can be done using macro enabled tool. Please note that checks done using macro enabled tool are not exhaustive; **additional manual data checks are needed to ensure data quality. It is the duty of both AO and FO to conduct additional checks on a daily basis.**

	Type of Check	Columns Checked	Description
	CHECK_duration CHECK_time	start end	Check if the time taken for interview is realistic: if the time taken for an interview is too short, it may point at data falsification. Action: - All interviews that took less than 15 minutes must be deleted. - Check the reason for data that took more than 45 minutes
	CHECK_other	All 'Other' columns	Check that data entered into 'Other' column is translated, logical, and consistent with the context. Action: <ul style="list-style-type: none"> • If data entered into 'Other' column matches any of the potential survey responses, re-classify that entry and log the change. If the entry cannot be reclassified, just translate. • To be done by AO
	CHECK_jmcna	Jmcna	There are some entries such as 1,001, etc. which are clearly not codes Action: Reach out to Database specialist
	CHECK_hh_size	hh_size	Checks for outliers HH size (below 3; above 9) Action: <ol style="list-style-type: none"> 1. Flag the entry 2. Clarify with the enumerator to change the values if an immediate follow up is possible 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the respective columns males_0m_5y females_0m_5y males_6_12 females_6_12 males_13_15 females_13_15 males_16_17 females_16_17 males_18_40 females_18_40 males_41_59 females_41_59 males_60_over females_60_over 5. Communicate to the enumerators to make sure the question is understood and asked properly

	CHECK_avg_income	avg_income	Checks for outliers in the average household income Action: Confirm conflicts with other columns such as humanitarian_assistance and that the currency the respondent meant was in US \$
	CHECK_avg_debt	avg_debt	Checks for outliers in the average household debt Action: Confirm conflicts with other columns such as humanitarian_assistance and that the currency the respondent meant was in US \$
	CHECK_income_used	avg_income avg_debt	the subtotals of expenditure should not be higher than income and debt combined § Note: Some of the expenses are for the month of the interview while the income and debt is measured for the past 3 months. Calculations are checking this. Action: All the expenses in Shillings to be converted to dollar equivalent Any expenses that are more than income + debt to be flagged to enumerator
	CHECK_income_src	income_src	*still under development - Checks the income_src column for any reported humanitarian assistance + other source of income and earnings are above \$300 (\$300 is an arbitrary number)
	CHECK_hh_members_income	hh_members_income	This is flagged to be checked if the household income + debt is above 0 and there is no member of the family who earns an income. No one in the HH is newly unemployed and they do not depend on humanitarian assistance exclusively. Action: This may mean that the enumerator/ KI may have just responded for HH members with formal employment and not any other source of income generating activity e.g business/rent
	CHECK_education_adult	education_adult	Checks that all the enrolled adults are the same number as the total number of adults in the HH. This ensures we have the education levels of all the adults in the HH Action: 5. Flag the entry 6. Clarify with the enumerator to change the values if an immediate follow up is possible 7. If enumerator follow up is not possible, follow up with the respondent 8. If neither follow up is possible, delete the entries in the respective columns education_tertiary education_vocational education_high education_middle education_primary education_none

			<p>6. Communicate to the enumerators to make sure the question is understood and asked properly</p>
	CHECK_enrolled_note	enrolled_note	<p>Checks that the figure in enrolled_note is the same as the sum of all children enrolled (<i>enrolled_boys_6_12</i>, <i>enrolled_girls_6_12</i>, <i>enrolled_boys_13_17</i>, <i>enrolled_girls_13_17</i>, <i>enrolled_total</i>)</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry 2. Clarify with the enumerator to change the values if an immediate follow up is possible 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the respective columns enrolled_boys_6_12 enrolled_girls_6_12 enrolled_boys_13_17 enrolled_girls_13_17 5. Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_enrolled_total	enrolled_total	<p>Checks that the figure in enrolled_total is the same as the sum of all children enrolled (<i>enrolled_boys_6_12</i>, <i>enrolled_girls_6_12</i>, <i>enrolled_boys_13_17</i>, <i>enrolled_girls_13_17</i>, <i>enrolled_total</i>)</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry 2. Clarify with the enumerator to change the values if an immediate follow up is possible 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the respective columns enrolled_boys_6_12 enrolled_girls_6_12 enrolled_boys_13_17 enrolled_girls_13_17 5. Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_covid_enrollement	covid_enrollement	<p>Check if the number of enrolled children are the same as the sum of all covid enrolled children by age (<i>covid_boys_6_12</i> + <i>covid_girls_6_12</i> + <i>covid_boys_13_17</i> + <i>covid_girls_13_17</i>)</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry 2. Clarify with the enumerator to change the values if an immediate follow up is possible 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the respective columns covid_boys_6_12

		covid_girls_6_12 covid_boys_13_17 covid_girls_13_17 5. Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_covid_enrollement_number	covid_enrollement_number Checks that the number of children enrolled in covid is not more than the total enrolled children in the HH (enrollement_note) Action: <ol style="list-style-type: none"> 1. Flag the entry 2. Clarify with the enumerator to change the values if an immediate follow up is possible 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the respective columns enrolled_boys_6_12 enrolled_girls_6_12 enrolled_boys_13_17 enrolled_girls_13_17 5. Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_remote_education	remote_education Checks that the column is the same as the total school-aged children attending school remotely per category (<i>home_boys_6_12, home_girls_6_12, home_boys_13_17, home_girls_13_17</i>) Action: <ol style="list-style-type: none"> 1. Flag the entry 2. Clarify with the enumerator to change the values if an immediate follow up is possible 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the respective columns home_boys_6_12 home_girls_6_12 home_boys_13_17 home_girls_13_17 5. Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_health_issues	health_issues Checks that the number of HH members with health issues is not more than the total HH members Action: <ol style="list-style-type: none"> 1. Flag the entry 2. Clarify with the enumerator to change the values if an immediate follow up is possible

		<ol style="list-style-type: none"> 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the respective columns males_0m_5me females_0m_5me males_6_12me females_6_12me males_13_15e females_13_15e males_16_17e females_16_17e males_18_40e females_18_40e males_41_59e females_41_59e males_60_overe females_60_overe 5. Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_health_time_check	<p>health_time_check</p> <p>Checks the answers where the responded said no health access and also gives a time to visit the health centre Action:</p> <ol style="list-style-type: none"> 1. Flag the entry 2. Clarify with the enumerator to change the values in the health_access column to "yes" if an immediate follow up is possible 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the column health_time_check 5. Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_health_cost	<p>health_cost</p> <p>Flagged if reported no health access in the last 6 months but still incurred a health expense Action:</p> <ol style="list-style-type: none"> 1. Flag the entry 2. Clarify with the enumerator to change the values in the health_access column to "yes" if an immediate follow up is possible 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the column health_cost 5. Communicate to the enumerators to make sure the question is understood and asked properly

	CHECK_barriers_health	barriers_health	<p>Flagged if the response to health access is NOT "yes" and reporting no barrier to accessing health facility.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry 2. Clarify with the enumerator to change the values in the health_access column to "yes" if an immediate follow up is possible 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the column health_cost 5. Communicate to the enumerators to make sure the question is understood and asked properly <p>Checks the respondents that did NOT answer "yes" to health_access and reporting NO barrier to accessing health. Might be true but it is important to be sure it is not a mistake</p>
	CHECK_on_water	on_water	<p>Checks for water expenditure above \$30 (outliers)</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Clarify with the enumerator to change the values in the on_water column if an immediate follow up is possible. Convert the value to US\$ equivalent if the value was recorded in \$ 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the column on_water 5. Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_no_toilet	no_toilet	<p>Outliers on the number of HHs sharing a toilet (above 2)</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Clarify with the enumerator to change the values in the no_toilet column if an immediate follow up is possible. The answer may be accurate but needs to understand that this was not a mistake. 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the column no_toilet 5. Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_hh_shelter	hh_shelter	<p>Outliers less than 1 shelters and above 3 shelters (outliers). This is not expected given our sample frame</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Clarify with the enumerator to change the values in the column if an immediate follow up is possible. The answer may be accurate but needs to understand that this was not a mistake. 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the column hh_shelter

			<p>5. Communicate to the enumerators to make sure the question is understood and asked properly</p>
	CHECK_sum_rooms	sum_rooms	<p>Check that the total rooms are correct (bedrooms, living_rooms, kitchens, toilets, other)</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry 2. Clarify with the enumerator to change the values if an immediate follow up is possible 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the respective columns bedrooms living_rooms kitchens toilets other 5. Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_rooms_total	rooms_total	<p>Checks that the total number of shelters is more than the total number of rooms (5 shelters should have at least 5 rooms etc)</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry 2. Clarify with the enumerator to change the values if an immediate follow up is possible 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the respective columns bedrooms living_rooms kitchens toilets other 5. Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_hh_cook	hh_cook	<p>Flagged if the HH has one or more kitchen and still cooks in the "open_air". Worth double checking although the choice to cook outside may be a matter of preference</p> <p>Outliers less than 1 shelters and above 3 shelters (outliers). This is not expected given our sample frame</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Clarify with the enumerator to change the values in the column if an immediate follow up is possible. The answer may be accurate but needs to understand that this was not a mistake. 3. If enumerator follow up is not possible, follow up with the respondent

			<ol style="list-style-type: none"> If neither follow up is possible, delete the entries in the column hh_cook Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_note_accomodation	note_accomodation	<p>Checking outliers (above \$50*) Maybe the currency used is not USD?</p> <p>Action:</p> <ol style="list-style-type: none"> Flag the entry. Clarify with the enumerator to change the values in the column if an immediate follow up is possible. The answer may be accurate but needs to understand that this was not a mistake. If enumerator follow up is not possible, follow up with the respondent If neither follow up is possible, delete the entries in the column hh_shelter Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_nfi_access	nfi_access	Flagged if the number of shelters is 0
	CHECK_nfi_market	nfi_market	Flagged if the number of shelters is 0
	CHECK_shelter_support	shelter_support	Flagged if the number of shelters is 0
	CHECK_child_labor_notes	child_labor_notes	<p>Checks if there are any reported child labour but the sum of boys_labor + girls_labor are the same number as child_labor_notes</p> <p>Action:</p> <ol style="list-style-type: none"> Flag the entry. Clarify with the enumerator to change the values in the column if an immediate follow up is possible If enumerator follow up is not possible, follow up with the respondent If neither follow up is possible, delete the entries in the respective column boys_labor girls_labor Communicate to the enumerators to make sure the question is understood and asked properly
	CHECK_children_away	children_away	<p>Flagged if the total number of children exceeding 6. Adds the number of children living away from the HH and the total number of children in the HH</p> <p>Action:</p> <ol style="list-style-type: none"> Flag the entry. Clarify with the enumerator to change the values in the column if an immediate follow up is possible If enumerator follow up is not possible, follow up with the respondent If neither follow up is possible, delete the entries in the respective column boys_labor girls_labor Communicate to the enumerators to make sure the question is understood and asked properly

	CHECK_main_source_food	main_source_food	<p>If the HH income is more than \$200 but reliant on assistance.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Clarify with the enumerator to change the values in the column if an immediate follow up is possible 3. If enumerator follow up is not possible, follow up with the respondent 4. If neither follow up is possible, delete the entries in the respective column <p>boys_labor</p> <p>girls_labor</p> <ol style="list-style-type: none"> 5. Communicate to the enumerators to make sure the question is understood and asked properly

General notes

AO data checks and cleaning:

AOs will conduct a second check on the data sent back by FOs and shared by Senior Database Officer:

- a. Main checks to be undertaken: ('Other' responses; Outliers; Contradictions; Random spot checks and comparison of data collected morning/afternoon; Verification of all change-log entries and deletions)
- b. Once AO data cleaning is completed, they must send the cleaned data back to Senior Database Officer with comments and two follow up possibilities. First, send back to FO for second verification; or, second, validate as cleaned and acceptable data

Post-cleaning procedure

- a. If data is to be checked for a second time by FO, the same procedure above is to be followed, and Senior Database Officer to share data to and from FO and AOs. Final validation by AOs.
- b. Senior Database Officer to merge final data sets after each data set undergoes 1st spatial verification (GIS), 2nd spatial verification (GIS), 1st data check and cleaning (FO), 2nd data check and cleaning (AO), potential 3rd check (FO&AO).
- c. At the end of each day, FO, AO need to update the Tracker tool on their progress.
- d. Entire surveys will be deleted if a survey has 3 unresolved issues after completion of data cleaning and call-back verification.

Daily Data Download

Data will be downloaded on a daily basis from the kobo server. So each field officer will receive the raw data of his/her area of coverage.

1. On the first day field officers will receive the raw data set file and the macro-enabled data cleaning sheet filled with the data to conduct the checks and cleaning.
2. Next day the field officers will only receive raw data with the newly uploaded surveys included, so they need to filter the new surveys and then populate the macro-enabled excel cleaning tool.

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.

Sl	AS/1	AS/2	AS/3	AS/4	AS/5	AS/6	AS/7	AS/8	AS/9	AS/10	AS/11	AS/12	AS/13	AS/14	AS/15	AS/16	AS/17	AS/18	AS/19	AS/20	AS/21	AS/22	AS/23	AS/24	AS/25	AS/26	AS/27	AS/28	AS/29	AS/30	AS/31	AS/32	AS/33	AS/34	AS/35	AS/36	AS/37	AS/38	AS/39	AS/40	AS/41	AS/42	AS/43	AS/44	AS/45	AS/46	AS/47	AS/48	AS/49	AS/50	AS/51	AS/52	AS/53	AS/54	AS/55	AS/56	AS/57	AS/58	AS/59	AS/60	AS/61	AS/62	AS/63	AS/64	AS/65	AS/66	AS/67	AS/68	AS/69	AS/70	AS/71	AS/72	AS/73	AS/74	AS/75	AS/76	AS/77	AS/78	AS/79	AS/80	AS/81	AS/82	AS/83	AS/84	AS/85	AS/86	AS/87	AS/88	AS/89	AS/90	AS/91	AS/92	AS/93	AS/94	AS/95	AS/96	AS/97	AS/98	AS/99	AS/100	AS/101	AS/102	AS/103	AS/104	AS/105	AS/106	AS/107	AS/108	AS/109	AS/110	AS/111	AS/112	AS/113	AS/114	AS/115	AS/116	AS/117	AS/118	AS/119	AS/120	AS/121	AS/122	AS/123	AS/124	AS/125	AS/126	AS/127	AS/128	AS/129	AS/130	AS/131	AS/132	AS/133	AS/134	AS/135	AS/136	AS/137	AS/138	AS/139	AS/140	AS/141	AS/142	AS/143	AS/144	AS/145	AS/146	AS/147	AS/148	AS/149	AS/150	AS/151	AS/152	AS/153	AS/154	AS/155	AS/156	AS/157	AS/158	AS/159	AS/160	AS/161	AS/162	AS/163	AS/164	AS/165	AS/166	AS/167	AS/168	AS/169	AS/170	AS/171	AS/172	AS/173	AS/174	AS/175	AS/176	AS/177	AS/178	AS/179	AS/180	AS/181	AS/182	AS/183	AS/184	AS/185	AS/186	AS/187	AS/188	AS/189	AS/190	AS/191	AS/192	AS/193	AS/194	AS/195	AS/196	AS/197	AS/198	AS/199	AS/200	AS/201	AS/202	AS/203	AS/204	AS/205	AS/206	AS/207	AS/208	AS/209	AS/210	AS/211	AS/212	AS/213	AS/214	AS/215	AS/216	AS/217	AS/218	AS/219	AS/220	AS/221	AS/222	AS/223	AS/224	AS/225	AS/226	AS/227	AS/228	AS/229	AS/230	AS/231	AS/232	AS/233	AS/234	AS/235	AS/236	AS/237	AS/238	AS/239	AS/240	AS/241	AS/242	AS/243	AS/244	AS/245	AS/246	AS/247	AS/248	AS/249	AS/250	AS/251	AS/252	AS/253	AS/254	AS/255	AS/256	AS/257	AS/258	AS/259	AS/260	AS/261	AS/262	AS/263	AS/264	AS/265	AS/266	AS/267	AS/268	AS/269	AS/270	AS/271	AS/272	AS/273	AS/274	AS/275	AS/276	AS/277	AS/278	AS/279	AS/280	AS/281	AS/282	AS/283	AS/284	AS/285	AS/286	AS/287	AS/288	AS/289	AS/290	AS/291	AS/292	AS/293	AS/294	AS/295	AS/296	AS/297	AS/298	AS/299	AS/300	AS/301	AS/302	AS/303	AS/304	AS/305	AS/306	AS/307	AS/308	AS/309	AS/310	AS/311	AS/312	AS/313	AS/314	AS/315	AS/316	AS/317	AS/318	AS/319	AS/320	AS/321	AS/322	AS/323	AS/324	AS/325	AS/326	AS/327	AS/328	AS/329	AS/330	AS/331	AS/332	AS/333	AS/334	AS/335	AS/336	AS/337	AS/338	AS/339	AS/340	AS/341	AS/342	AS/343	AS/344	AS/345	AS/346	AS/347	AS/348	AS/349	AS/350	AS/351	AS/352	AS/353	AS/354	AS/355	AS/356	AS/357	AS/358	AS/359	AS/360	AS/361	AS/362	AS/363	AS/364	AS/365	AS/366	AS/367	AS/368	AS/369	AS/370	AS/371	AS/372	AS/373	AS/374	AS/375	AS/376	AS/377	AS/378	AS/379	AS/380	AS/381	AS/382	AS/383	AS/384	AS/385	AS/386	AS/387	AS/388	AS/389	AS/390	AS/391	AS/392	AS/393	AS/394	AS/395	AS/396	AS/397	AS/398	AS/399	AS/400	AS/401	AS/402	AS/403	AS/404	AS/405	AS/406	AS/407	AS/408	AS/409	AS/410	AS/411	AS/412	AS/413	AS/414	AS/415	AS/416	AS/417	AS/418	AS/419	AS/420	AS/421	AS/422	AS/423	AS/424	AS/425	AS/426	AS/427	AS/428	AS/429	AS/430	AS/431	AS/432	AS/433	AS/434	AS/435	AS/436	AS/437	AS/438	AS/439	AS/440	AS/441	AS/442	AS/443	AS/444	AS/445	AS/446	AS/447	AS/448	AS/449	AS/450	AS/451	AS/452	AS/453	AS/454	AS/455	AS/456	AS/457	AS/458	AS/459	AS/460	AS/461	AS/462	AS/463	AS/464	AS/465	AS/466	AS/467	AS/468	AS/469	AS/470	AS/471	AS/472	AS/473	AS/474	AS/475	AS/476	AS/477	AS/478	AS/479	AS/480	AS/481	AS/482	AS/483	AS/484	AS/485	AS/486	AS/487	AS/488	AS/489	AS/490	AS/491	AS/492	AS/493	AS/494	AS/495	AS/496	AS/497	AS/498	AS/499	AS/500	AS/501	AS/502	AS/503	AS/504	AS/505	AS/506	AS/507	AS/508	AS/509	AS/510	AS/511	AS/512	AS/513	AS/514	AS/515	AS/516	AS/517	AS/518	AS/519	AS/520	AS/521	AS/522	AS/523	AS/524	AS/525	AS/526	AS/527	AS/528	AS/529	AS/530	AS/531	AS/532	AS/533	AS/534	AS/535	AS/536	AS/537	AS/538	AS/539	AS/540	AS/541	AS/542	AS/543	AS/544	AS/545	AS/546	AS/547	AS/548	AS/549	AS/550	AS/551	AS/552	AS/553	AS/554	AS/555	AS/556	AS/557	AS/558	AS/559	AS/560	AS/561	AS/562	AS/563	AS/564	AS/565	AS/566	AS/567	AS/568	AS/569	AS/570	AS/571	AS/572	AS/573	AS/574	AS/575	AS/576	AS/577	AS/578	AS/579	AS/580	AS/581	AS/582	AS/583	AS/584	AS/585	AS/586	AS/587	AS/588	AS/589	AS/590	AS/591	AS/592	AS/593	AS/594	AS/595	AS/596	AS/597	AS/598	AS/599	AS/600	AS/601	AS/602	AS/603	AS/604	AS/605	AS/606	AS/607	AS/608	AS/609	AS/610	AS/611	AS/612	AS/613	AS/614	AS/615	AS/616	AS/617	AS/618	AS/619	AS/620	AS/621	AS/622	AS/623	AS/624	AS/625	AS/626	AS/627	AS/628	AS/629	AS/630	AS/631	AS/632	AS/633	AS/634	AS/635	AS/636	AS/637	AS/638	AS/639	AS/640	AS/641	AS/642	AS/643	AS/644	AS/645	AS/646	AS/647	AS/648	AS/649	AS/650	AS/651	AS/652	AS/653	AS/654	AS/655	AS/656	AS/657	AS/658	AS/659	AS/660	AS/661	AS/662	AS/663	AS/664	AS/665	AS/666	AS/667	AS/668	AS/669	AS/670	AS/671	AS/672	AS/673	AS/674	AS/675	AS/676	AS/677	AS/678	AS/679	AS/680	AS/681	AS/682	AS/683	AS/684	AS/685	AS/686	AS/687	AS/688	AS/689	AS/690	AS/691	AS/692	AS/693	AS/694	AS/695	AS/696	AS/697	AS/698	AS/699	AS/700	AS/701	AS/702	AS/703	AS/704	AS/705	AS/706	AS/707	AS/708	AS/709	AS/710	AS/711	AS/712	AS/713	AS/714	AS/715	AS/716	AS/717	AS/718	AS/719	AS/720	AS/721	AS/722	AS/723	AS/724	AS/725	AS/726	AS/727	AS/728	AS/729	AS/730	AS/731	AS/732	AS/733	AS/734	AS/735	AS/736	AS/737	AS/738	AS/739	AS/740	AS/741	AS/742	AS/743	AS/744	AS/745	AS/746	AS/747	AS/748	AS/749	AS/750	AS/751	AS/752	AS/753	AS/754	AS/755	AS/756	AS/757	AS/758	AS/759	AS/760	AS/761	AS/762	AS/763	AS/764	AS/765	AS/766	AS/767	AS/768	AS/769	AS/770	AS/771	AS/772	AS/773	AS/774	AS/775	AS/776	AS/777	AS/778	AS/779	AS/780	AS/781	AS/782	AS/783	AS/784	AS/785	AS/786	AS/787	AS/788	AS/789	AS/790	AS/791	AS/792	AS/793	AS/794	AS/795	AS/796	AS/797	AS/798	AS/799	AS/800	AS/801	AS/802	AS/803	AS/804	AS/805	AS/806	AS/807	AS/808	AS/809	AS/810	AS/811	AS/812	AS/813	AS/814	AS/815	AS/816	AS/817	AS/818	AS/819	AS/820	AS/821	AS/822	AS/823	AS/824	AS/825	AS/826	AS/827	AS/828	AS/829	AS/830	AS/831	AS/832	AS/833	AS/834	AS/835	AS/836	AS/837	AS/838	AS/839	AS/840	AS/841	AS/842	AS/843	AS/844	AS/845	AS/846	AS/847	AS/848	AS/849	AS/850	AS/851	AS/852	AS/853	AS/854	AS/855	AS/856	AS/857	AS/858	AS/859	AS/860	AS/861	AS/862	AS/863	AS/864	AS/865	AS/866	AS/867	AS/868	AS/869	AS/870	AS/871	AS/872	AS/873	AS/874	AS/875	AS/876	AS/877	AS/878	AS/879	AS/880	AS/881	AS/882	AS/883	AS/884	AS/885	AS/886	AS/887	AS/888	AS/889	AS/890	AS/891	AS/892	AS/893	AS/894	AS/895	AS/896	AS/897	AS/898	AS/899	AS/900	AS/901	AS/902	AS/903	AS/904	AS/905	AS/906	AS/907	AS/908	AS/909	AS/910	AS/911	AS/912	AS/913	AS/914	AS/915	AS/916	AS/917	AS/918	AS/919	AS/920	AS/921	AS/922	AS/923	AS/924	AS/925	AS/926	AS/927	AS/928	AS/929	AS/930	AS/931	AS/932	AS/933	AS/934	AS/935	AS/936	AS/937	AS/938	AS/939	AS/940	AS/941	AS/942	AS/943	AS/944	AS/945	AS/946	AS/947	AS/948	AS/949	AS/950	AS/951	AS/952	AS/953	AS/954	AS/955	AS/956	AS/957	AS/958	AS/959	AS/960	AS/961	AS/962	AS/963	AS/964	AS/965	AS/966	AS/967	AS/968	AS/969	AS/970	AS/971	AS/972	AS/973	AS/974	AS/975	AS/976	AS/977	AS/978	AS/979	AS/980	AS/981	AS/982	AS/983	AS/984	AS/985	AS/986	AS/987	AS/988	AS/989	AS/990	AS/991	AS/992	AS/993	AS/994	AS/995	AS/996	AS/997	AS/998	AS/999	AS/1000
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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(ABV2,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.

Keyboard Shortcuts

The macro-enabled sheet is an excel template that makes cleaning kobo data faster and easier. It contains a number of shortcuts that help you find, flag, correct and delete errors in the data.

To allow smooth functionality of the macro sheet please close other office applications during data cleaning.

SHORTCUTS		
Name	Shortcut	Function
Populating	Ctrl + Shift + P	Sets up the Raw Data and Data Checking sheets so they link to the data in the Raw Data sheet. If you get more forms that you want to add later, then you can just add them at the end of the Raw Data sheet and run the Populating function again, to add these new rows to the Data Checking and Clean Data sheets.
Correcting	Ctrl + Shift + C	Changes the value of a cell and adds an entry to the cleaning log. To be used if you already know what the value of the cell should be and you do not need to first flag it and get feedback.
Deleting	Ctrl + Shift + D	Deletes the selected row in all sheets, including the Raw Data sheet. Also adds a Cleaning Log entry and copies the deleted row to Deletions.
Flagging	Ctrl + Shift + F	Flags a cell for feedback and adds a feedback entry to the cleaning log.
Toogling	Ctrl + Shift + T	Toogles back and forth between the Cleaning Log and the Data Checking sheet. If on the Cleaning Log and have selected a cell in an entry, takes you to the row and column in the Data Checking script that the entry is about. If on the Data Checking sheet, takes you back to the cleaning log.
Undoing	Ctrl + Shift + Z	Allows you to undo a change. Select the row on the cleaning log, use the shortcut to run the script and then the value will be brought back to the original one.
Expanding	Ctrl + Shift + E	Expands and collapses the current column
Adding column	Ctrl + Shift + I	Adds a new column in a position right before the cell you currently have selected.

Procedure for data cleaning for FO and AO

- 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.
- Follow the column structure as it is – It is not advisable to skip any column to check later.
- Be ready to perform sort and filter a million times! Pivots could aid the process or would be an alternative.
- **Note: When you filter data and want to edit it; be sure to filter responses one at a time. You cannot filter and change all at once.**
- 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 enumerators and AO/GIS.
- Check all OTHER values in the dataset – please do translations when needed.
- Inform enumerators not to report in OTHER when the answers can be found in the questionnaire.

ANNEX 3: FIELD OFFICER, TEAM LEADER, AND ENUMERATOR TRAINING

REACH Team Leader and Enumerator Training - July 2020

00 - Introduction

Purpose of training

- Conduct a training of trainers and enumerators
- Understand the assessment so you can explain it to others
- Gain the necessary skills to carry out a household-level survey through a remote format
- Familiarize yourself with the sampling procedure for selecting numbers
- Familiarize yourself with the survey questions, definitions, and response options, skip-logic, constraints, etc.
- Gain understanding of the ethics and principles guiding this assessment

Data-collection time-line

07.07: Training of FO

08.07: Training of Enumerators; test of enumerators

09.07: Follow-up training of enumerators; Bug-fixes

10.07: Pilot test; bug-fixes

12.07: Start data-collection

22.07: End data-collection (tentative)

30.07: Preliminary clean data-set ready to be shared for validation

01 - Working with REACH

Enumerator code of conduct

All staff and enumerators must abide by the following principles

- **Do no harm.**
- Must **obtain consent and assent.**
- **Respect the rights** of respondents at all times.
- Always **create a conducive environment** in all interactions.
- Always **ensure confidentiality and sensitivity.**
- **Maintain personal and professional standards** during all engagements.

All staff and enumerators must:

- **Never raise their voice** or shout at respondents
- **Never discriminate.**
- **Never attempt to create relationships** (sexual)
- **Never intimidate/humiliate**
- **Never place a respondent at risk of abuse, or expose them to insecurity**
- **No brokering/Aiding relationship.**
- **Never film or take selfies/videos/pictures.**
- **Never use language that is inappropriate.**
- **Never make promises.**
- **Never get contact numbers from respondents for personal benefits.**

Informed consent

Asking for consent

- Briefly explain the survey and **ask for the respondents consent** to participate.
- Obtaining informed consent implies:

- Explaining the **objectives** of the assessment
- Explaining **how the data will be used**
- Explaining that the respondent's **participation is voluntary**
- Explaining that the respondent/household will **not receive any benefits for participating** in the survey
- Explaining that the respondent **can choose to terminate the interview at any time** of their choosing and **without reason** and that **there is no penalty** for doing so
- Explaining the expected duration of the interview
- Explaining the **potential risks** and benefits
 - **Temporary storage of personal information and GPS points**
- Explaining that data collected will be confidential
 - Data will be **anonymized and aggregated**
 - Sensitive **data will only be stored as long as necessary** for the analysis and **then deleted**
 - However, the respondent **will not be able to access their data**
 - That the respondent **cannot request to have their data or information deleted once the interview has been completed.**
- If the participants do not consent, do not start the survey. Close the survey. Always note how many respondents declined to be interviewed. Do not record GPS or any other information.
- Ensure that the **respondent gives their assent to each statement** you have explained to them.
- Answer any questions from the respondent before starting the survey.

02 - The JMCNA

- A national assessment covering the entire country, that seeks to..
 - Capture the severity of needs at the district level, while focusing on..
 - Displaced (IDP, refugees, returnees) and non-displaced persons (host- and non-host resident communities)..
 - With the aim of asking the following questions:
 - What are the needs of the different population groups?
 - What do their survival, emergency, and livelihood problems consist?
 - What is the level of access to basic services?
 - Which groups are the most vulnerable?
 - How do these needs compare across geographical areas?

Changes to the JMCNA 2020

The switch from face-to-face to remote data collection

Why change?

- The Covid-19 pandemic which currently claimed the lives of more than **500K**.
- It is preferable to arrange remote data collection rather than face- to-face interview in order to ensure we do no harm

How will this affect the work of enumerators?

- Enumerators will work from home to limit having people travel and come in contact with others and risk increasing the transmission of Covid-19
- Enumerators will report directly to their team leaders and FO
- Enumerator productivity and data quality will be closely monitored on a daily basis by FO (e.g. call-backs, confirmation, call-logs, screen-shots, etc.)
- Facilitate ease of work and data collection efficiency

03 - General interviewing skills

Interviewing skills

General tips

- Be friendly, smile (yes, even over the phone!)
- Speak in a pleasant tone
- Be an active and engaged listener, encourage the participant to continue
- Be neutral – do not influence the participant's response.
- Do not use leading questions
- Do not read out answer options unless explicitly stated in the question
- Be patient and relaxed
- Probe the participant for additional information if necessary
- Take notes during the interview to ensure accuracy and understanding of responses. Note any important details.
- **Do not correct the respondent** – we want to capture the participant's feelings and opinions, **not yours!**

Effective listening

- Be attentive but relaxed
- **Do not interrupt**
- **Do not influence the responses**
- Wait for the speaker to pause before asking clarifying questions
- Ask questions to make sure you understand the response
- **Do not read out answer options unless explicitly stated** in the question
- Pay attention
- **Treat everyone that you speak to with respect**, including the participant, his/her family members, NGO staff, and other enumerators

Interviewing respondents between 15-17 years

If the respondent is a minor; follow the following guidelines:

- Girls aged between 15-17 years should be interviewed by a female enumerator.
- Before the interview ask yourself: Are you the most appropriate person to conduct this interview? (e.g. gender)
- Be well aware of culture, gender, past trauma
- Consider the child's age, maturity and developmental stage when you start/during the interview
- Show empathy: what could the respondent be feeling?
- Build confidence and trust
- Use simple language and questions

Building rapport

Constructive and destructive forms of rapport

- How do you start the interaction?
- What can you say or do to make the participant and yourself feel engaged over the telephone? What are some ways to build a link?
- If the conversation becomes interrupted (children at home, other calls, etc.), how do you continue?
- What would make a participant stay on the phone for the full interview?
- If a participant becomes emotional, what is the best way to react?
- What parting words or behaviors will help the participant feel that they had a positive interview experience with REACH?

Probing questions

Using probing questions

Probes should be used whenever:

- The interviewer doesn't understand the respondent's reply

- Respondents give the interviewer any reason to think that they have not given a complete report of their thinking
 - Say "don't know" or "I can't answer that"
- Make sure an I don't know is really an I don't know and not I don't have time to answer that, etc.
- Give an answer that doesn't fit with any options provided
 - Seem to have not understood the question

Examples of probes

FOR CLARITY/SPECIFICITY:

- Can you be more specific?
- Can you tell me more about that?
- What is your best estimate?
- What do you think?
- Which would be closer?
- Which answer comes closest to how you feel/ think?
- If you had to pick one answer, what would you choose?

FOR COMPLETENESS:

- Anything else?
- Tell me more.

OTHER PROBING TECHNIQUES:

- Repeat the question
- Echo their response
- Pause a second

Example:

Which option would you choose?

You: Did you visit hospital in the last one year?

They: Ohh I don't know

You: Okay.

You: Did you visit hospital in the last one year?

They: Ohh I don't know

You: From the rest of your answers, it doesn't look like you have so I'll fill in no.

You: Did you visit the hospital in the last year?

They: I don

You: I understand 1 year is a long time, but try to think if you were ever sick and needed medicine?

They: No I wasn't sick ever.

You: Okay, do you think now you can remember if you went to the hospital in the last year?

They: Yes, I think I never went to the hospital in the last year now.

Summary

Interviewing skills

Make a good first impression

- When first approaching the respondent, do your best to make him/her feel at ease. With a few well-chosen words you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and greeting and then proceed with your introduction.

Always have a positive approach

- Never adopt an apologetic manner, and do not use words such as "Are you too busy?" Such questions invite refusal before you start. Rather, tell the respondent, "I would like to ask you a few questions" or "I would like to talk with you for a few moments."

Stress confidentiality of responses when necessary

- If the respondent is hesitant about responding to the interview or asks what the data will be used for, explain that the information you collect will remain confidential, no individual names will be used for any purpose, and that all information will be grouped together to write a report.

Answer any questions from the respondent

- Before agreeing to be interviewed, the respondent may ask you some questions about the survey or how she was selected to be interviewed. Be direct and pleasant when you answer.

Show respect during data collection

Do not make any promises to respondents.

04 - Phone interviews

General tips for phone surveys

General tips for phone interviews

- **SPEAKING** : Speak slowly and calmly into the microphone in order to be understood, speak clearly and do not chew gum or eat.
- **LISTENING** : Always turn off all the background noise. Listen carefully to what is being said.
- **COURTESY** : Maintain a calm attitude throughout the conversation, end the calls with a polite comment such as "Good bye" or "Thank you".
- **CULTURAL** : Try to start your interview with the common Islamic greeting and introduce your self in a brief way.
- **TIME** : Make sure you brief the time that you will need to conduct the interview.

Interviewing over the phone

How to...

- Since in phone surveys, you cannot see the respondent it is important to understand that they are different from in-person surveys. In order for phone surveys to be successful, you have to explain carefully about yourself and create a rapport.
- Always be very polite and **explain to them the purpose of your call**.
- Make sure that the **connection is stable so that no information is lost or misheard**.
- Understand their language and try to respond to them in a language that is **comfortable** for them to create that rapport.
- Do not give them any extra information regarding any policy or anything else. **Always stick to your scripts and make sure you are not saying anything other than what has been told to you.**
- **You will need to hold the respondent's attention while managing the tablet and phone. This means that you need to familiarize yourself with the instrument as well as the hardware used for surveying to avoid unnecessary gaps between questions or modules.**
- **So, practice!**

Pre-data collection checklist

Before beginning data collection make sure of the following:

- You have a fully charged phone/tablet with the pre-installed correct version of the survey. If you are unsure about which version of the survey you should be using, please ask your team leader to clarify this
- You have a fully charged phone, loaded with enough airtime, and subscribed minutes to be able to reach all the participants you have to call in one day.
- Your headphones are working.

- You have a printed tracking sheet with the list of respondents you need to call that day. This list should have the Household ID and phone numbers
- You have the survey manual and protocol somewhere close to you, in case you need to refer to it for questions
- You have a notebook and pen
- You have a charging facility near you, i.e. an extension cable and charger
- Your tablet/phone has the correct date and time set
- You are in a quiet environment
- You have a water dispenser near you

Preliminary: Defining a household

What is a household?

- A group of persons who normally live and eat together
- A household is often a family living in the same house or compound and eating together, but can include extended relatives or non-related people
- One person who lives and eats on his or her own
- Several persons who are not related to each other. What matters is that they live together in the same house or compound and eat together.
- If a man has two or more wives and they and their children live and eat together, they form one household.
- If the wives and their children live and eat separately, they will form more than one household.
- If two or more groups of persons, each of which has its own separate eating and housekeeping arrangements, live in the same dwelling, treat them as separate households.
- If a household has a visitor staying with them for 3 months or longer, they are considered part of the household

When you call a household

- First start with Islamic greeting and proceed to introduce yourself
- Be clear and use simple language when explaining why you are calling them
- Inform the respondent how the organisation acquired their number; i.e. “your household was previously surveyed for the JMCNA 2018/2019, and we would like to...”
- Ask them if they have enough for the interview – it will take probably 20-25 minutes.
- Ensure that you get verbal consent in the form of some response such as “Yes, I agree”.
- Ask household head or someone who is in charge or anyone who can speak on behalf of their household. Respondents should include men *and* women
- Ensure you are speaking with the correct person (not a child, not someone unable to speak on behalf of the household)
- The respondent must be someone 15 years or older
- Explain the objectives of the survey and the assessment clearly, precisely, and ensure all questions are answered before beginning
- Informal introduction: You need to introduce yourself before you can start asking to speak to the respondent. This is just a brief informal introduction. There will be a complete, formal explanation later – i.e. the consent form. BUT it is VERY important that you put whoever picks up the phone (or the respondent) at ease so that they are happy to cooperate further. The introduction will depend on the call attempt number you are making.
- Be respectful, patient, clear and answer all their questions confidently.

Potential questions to anticipate

- Why were we chosen for survey?
- How did you get my number?
- What is the purpose/use of the survey?
- Will I receive any benefits?
- How will you use our information?
- What kind of questions will you ask me?
- How long will this take?
- Do you work for the government?

Unavailable households - If you cannot reach a household:

- Every attempt to reach the respondent will be captured in the enumerator tracking sheet
- This makes it easier to keep track of how many attempts have been made to reach each ID
- If the respondent can't be reached due to a number of reasons, e.g. the phone number is off, out of service, temporarily out of service, record that as the first attempt
- Subsequent attempts should be made after every 3 hour interval. Phone not reached should have at least 2 or 3 attempts in a day
- If you do not reach somebody in the morning, but do reach them in the afternoon the same day, then you should only submit one completed survey
- You must make in total 9 attempts when you cannot reach a phone number across several days. However, you must only submit attempts at the end of the day. So, if you make 3 attempts to call somebody on Day 1, 3 attempts on Day 3, and 3 attempts on Day 6, then you have completed 9 attempts.
- You must leave one day in between after every 3 attempts. This means if you call the participant on Monday 3 times, you should try that participant again on Wednesday and then Friday
- This means **each enumerator should maintain a dedicated call-back sheet which each FO must track daily**
- **If you make appointments/reschedule calls, ensure that you honour your commitment and be available at the scheduled time**

Potential problems

- Continuous distractions which interrupt the interview
- Attrition during the interview
- Unavailability of people
- Numbers switched off...
- Numbers available at different times of the day...
- Etc...
- **If you encounter one of the aforementioned problems (or any other), please ensure that it is communicated immediately to the FO in charge**

Examples

How would you respond...

- Suppose you dial a number and a young woman answers. You read the introduction to the survey and begin asking questions. After completing the first two questions of the survey, you hear a child crying in the background and the woman says she needs to go. How should you respond?
- If there are continuous distractions coming from the respondents side, such as side-conversations, back-ground noise, interruption of network?
- What do you do when you call a respondent and the phone is turned off, the respondent is not picking, or the telephone has no network?
 - Protocol of attempts: You MUST attempt every phone number 9 times over the course of the week.
- The respondent says they are too busy to participate in the survey...
 - Ask the respondent for a time and day they will be less busy and make an appointment to conduct the survey at the time when they will be available.
- There is poor network connection during a call
 - Kindly request the respondent to provide an alternative number on a different network or ask very nicely for the respondent to move to a place with better network connection

Examples

How would you respond...

- Respondent is only available after 5pm and /or before 8 am or over the weekends and public holidays
 - Make an appointment with the respondent and note this on the tracking sheet accordingly. Your supervisor will then plan on who's to make these calls after working hours.
- Language Barrier

- Inform your supervisor and ask him/her whether there is someone in the team who speaks the language of the respondent. If the enumerator who speaks the same language as the respondent is available, they should conduct the survey at that time. If they are not available, then please make an appointment and the appropriate enumerator will call the respondent back at that time to conduct the interview.
- Refusal-Unwilling respondent or respondent who doesn't trust confidentiality of REACH
 - If the respondents declines the consents because they are worried about confidentiality, the enumerator should first assure the respondent about our confidentiality policy, explain the purpose of the study again and the huge importance of their participation.
 - They can reassure the respondent of the research work REACH does and give examples of how the JMCNA serves to better inform the humanitarian response
 - If this doesn't help and the respondent still refuses to participate, thank the respondent for their time and record the reason for their refusal on the survey form (modify tool to account for it)

Examples

How would you respond...

- Not the right respondents
 - Ask for the head of the household or anybody able to speak on their behalf
 - Use alternative phone numbers provided on the tracking sheet to reach the respondent. If using the alternative number can reach the respondent, go ahead and complete the survey. Care must be taken not to complete the survey with the wrong respondent. If the alternative contact provided goes through and they know the respondent but they're not near him/her, make arrangements for them to send you the best number through which we can reach the respondent (this number does not even need to be the respondent's number in the case that the person picking up the phone does not know - it can even be the number of somebody that they think will know the number of the respondent).
- Phone hangs in the middle of the survey
 - Make follow-up attempts after reasonable intervals and try to complete the survey
- The Phone number is temporarily/completely out of Service
 - Follow call-back protocol

After calling households

At the end of interviews enumerators need to...

- Ensure all your tracking sheets are correctly filled for all attempted calls
- Ensure all your completed surveys are uploaded.
- Ensure to provide a summary to your supervisor of any issues that you faced that day. If you have any incomplete surveys, you should also provide an explanation of why this is.
- Ensure you have passed on the necessary information to your supervisor for any appointments that you made after working hours, so she can take appropriate action
- Return tablet/charger/phone/headset to the storage point for charging
- Your work place is clean for the following day (sanitize hands and devices frequently)

05 - KOBO

KOBO Survey Tool

Types of responses

- Integer: a number response will be required
- Text: a free text entry, it will appear on the phone as a blank space for text input
- Multiple Choice: will display a list of multiple choices (**squares**), of which you can select more than one option
- Single Choice: will display a list of multiple choices (**circles**), of which you can select just one option

- Date: YYYY-MM (year-month)

Question parameters

- Constraints: Makes sure that the response is logical and not conflicting. For e.g. if you ask how many days in the last week it was raining, the response cannot be 8 days.
- Relevance: Makes sure only questions relevant to the respondent are asked
- Skip Logic: Sometimes you will only want a question to be asked of those people who meet certain conditions - i.e. you want to ask questions only if certain answers have been given to earlier questions. For e.g. questions on school-aged children attendance will only be shown if there are 1. school-aged children, and 2. school-aged children enrolled in school
- Required: Forces you to respond to the question to prevent blank answers

ANNEX 4: DISSEMINATION PLAN

Products	Message	Stakeholder(s)	Means of dissemination	Purpose	Responsible	Timeframe
2 Presentations of findings	Severity of needs Coping mechanisms used Level of access to basic services Distribution by population group and geographical area	Cluster partner agencies and decision makers	Presentation of findings at Assessment Working Group Meetings and at cluster and inter-cluster meetings	Validate and establish consensus around main findings and conclusions	REACH focal points	By 31/08/20
20+ Maps (17 Regional-level and 8-10 National-level)	Distribution of needs by population group and area	Cluster partner agencies and decision makers Regional government authorities	Cluster Mailing REACH Resource Centre	Inform Action: Inform humanitarian community to influence the response	GIS Officer	By 31/08/20
7 Sectoral factsheets at national level	Severity of needs for each cluster Distribution of needs by population group and area	Cluster partner agencies and decision makers	Cluster Mailing and presentation of findings at cluster and inter-cluster meetings	Inform Action: Inform humanitarian community to influence the response	Assessment Officer	By 08/09/20
17 Inter-sectoral factsheets at regional level	Severity of needs for all clusters by region Distribution of needs by population group and area	Cluster partner agencies and decision makers Regional government authorities	Cluster Mailing and presentation of findings at cluster and inter-cluster meetings Product mailing to government authorities	Inform Action: Inform humanitarian community to influence the response	Assessment Officer	By 15/09/20
1 JMCNA Assessment Report (+Executive Summary; +Factsheets and Maps in annexes)	Narrative outlining the main survival, emergency, and livelihood problems of households. Proportion of vulnerable households with moderate to severe needs within and across clusters. Proportion of households with access to basic services. Proportion of households resorting to negative coping mechanisms. Likely evolution of needs over the next year.	Somalia humanitarian community	General Product Mailing Presentation of findings at Assessment Working Group meeting REACH Resource Centre	Inform Action: Inform humanitarian community to influence the response	REACH focal point	By 30/09/20
		Cluster partner agencies and decision makers	Cluster Mailing and presentation of findings at cluster and inter-cluster meetings REACH Resource Centre	Inform Action: Inform Cluster members to influence the response	Assessment Officer	By 30/09/20

Annex 5 : Data Analysis Plan

Note: Cells highlighted in orange indicate sufficient conditions; i.e. if a household falls within that category it is accorded that score irrespective of its score on any other indicators for that section.

Main indicator	Sub-Indicator / Variable	Survey Question	Survey Response Options	Collection level	Collection method
General indicators					
Disaggregation	District	In which district does your household reside?	Select ONE: from list of districts	District	Enumerator
	IDP Settlements	Does your household reside in an IDP settlement?	Select ONE: Yes/No	Settlement	Enumerator
	Village/Settlement	What is the name of the village/settlement/IDP site?	Select ONE: from list of settlements; Enter text	Village / Settlement	Enumerator
	Gender of respondent	What is the gender of the respondent?	Select ONE: Male/Female	Settlement	Enumerator
	IDP settlements	What is the age of the respondent?	1. Select ONE: 15-17, 18-40, 41-59, 60+;	Settlement	Enumerator
	Household demographics	What is the age and gender of the main income-earner of the household?	Select ONE: M: U13; 14-17, 18-40, 41-59, 60+; F: U13; 14-17, 18-40, 41-59, 60+	Household	Households interview
	Household demographics	What is the age and gender of the person who decides on household expenditure?	Select ONE: M: U13; 14-17, 18-40, 41-59, 60+; F: U13; 14-17, 18-40, 41-59, 60+	Household	Households interview
	Household demographics	1. How many people live in your household? 2. Males&Females: 0-6 months, 7 months-4 years, 5-12 years, 13-15 years, 16-17 years, 18-40 years, 41-59 years, 60+; 3. Did you include yourself in the household count?	1. Enter integer; 2. Enter integer; 3. Select ONE: Yes/NO	Household	Households interview
	% of HHs with a pregnant or lactating member	Are there any female household members who have given birth in the past 6 months or who are currently pregnant?	Select ONE:Yes/No	Household	Households interview

	1.% of HHs with a chronically-ill member 2. Disaggregation	Are there any members in the household suffering from chronic disease (any illness which lasts 3 months or longer such as asthma, diabetes, arthritis, heart diseases, cancer, HIV/AIDS)? 2. If yes; could you give the number of household members by age and gender?	1.Select ONE: yes/no 2.Select One: M: U13; 14-17, 18-40, 41-59, 60+; F: U13; 14-17, 18-40, 41-59, 60+	Household	Households interview
	Disability (Washington Group Questions)				
	% of HHs where at least one member faces difficulties in functioning due to a disability	1.Does anybody in your household have difficulty seeing, even if wearing glasses? 2.If yes; could you give the age and gender of the person(s)?	1.Select ONE: yes/no 2.Select One: M: U13; 14-17, 18-40, 41-59, 60+; F: U13; 14-17, 18-40, 41-59, 60+	Household	Households interview
	% of HHs where at least one member faces difficulties in functioning due to a disability	1.Does anybody in your household have difficulty hearing, even if using a hearing aid? 2.If yes; could you give the age and gender of the person(s)?	1.Select ONE: yes/no 2.Select One: M: U13; 14-17, 18-40, 41-59, 60+; F: U13; 14-17, 18-40, 41-59, 60+	Household	Households interview
	% of HHs where at least one member faces difficulties in functioning due to a disability	1.Does anybody in your household have difficulty walking or climbing steps? 2.If yes; could you give the age and gender of the person(s)?	1.Select ONE: yes/no 2.Select One: M: U13; 14-17, 18-40, 41-59, 60+; F: U13; 14-17, 18-40, 41-59, 60+	Household	Households interview

	% of HHs where at least one member faces difficulties in functioning due to a disability	1.Does anybody in your household have difficulty remembering or concentrating? 2.If yes; could you give the age and gender of the person(s)?	1.Select ONE: yes/no 2.Select One: M: U13; 14-17, 18-40, 41-59, 60+; F: U13; 14-17, 18-40, 41-59, 60+	Household	Households interview
	% of HHs where at least one member faces difficulties in functioning due to a disability	1.Does anybody in your household have difficulty (with self-care such as) washing all over or dressing? 2.If yes; could you give the age and gender of the person(s)?	1.Select ONE: yes/no 2.Select One: M: U13; 14-17, 18-40, 41-59, 60+; F: U13; 14-17, 18-40, 41-59, 60+	Household	Households interview
	% of HHs where at least one member faces difficulties in functioning due to a disability	1.Using your usual language, does anybody in your household have difficulty communicating, (for example understanding or being understood by others)? 2.If yes; could you give the age and gender of the person(s)?	1.Select ONE: yes/no 2.Select One: M: U13; 14-17, 18-40, 41-59, 60+; F: U13; 14-17, 18-40, 41-59, 60+	Household	Households interview
	% of men, women, boys and girls without a valid Passport and/or valid national ID, at the time of data collection (1)	Do all household members currently have a passport and/or valid national ID, at this time?	Select One: Yes, in our possession Yes, we all have IDs but they are not in our possession; No, some HH members are missing IDs; No, all HH members are missing IDs; Don't know	Household	Households interview
	% of HHs reporting income per capita	What was the average household income (including remittances) in US dollars in the past 3 months/90 days?	Select ONE: None; less than 30 \$/month; 31-60 \$/month;		

			61-100 \$/month; 101-150 \$/month; 151-200 \$/month; 200+ \$/month		
	TBC	What was the average household debt in US dollars in the past 3 months/90 days?	None; less than 30 \$/month; 31-60 \$/month; 61-100 \$/month; 101-150 \$/month; 151-200 \$/month; 200+ \$/month	Household	Households interview
	TBC	What were your household's main sources of income/household financial support in the past 12 months/1 year?	cash crop farming, cash fishing, daily labour, livestock production, business, subsistence farming or fishing, contracted job, remittances, humanitarian assistance, sale of humanitarian assistance, rent of land, none, if other specify (enter text)	Household	Households interview
	TBC	How many members of the household are currently engaged in remunerated work?	Enter integer	Household	Households interview
	TBC	How many members of the household lost their employment in the past 3 months/90 days?	Enter integer		

	TBC	What was the main reason for the loss of employment?	Flooding Drought Conflict Displacement Locusts Covid-19 policies (lock-down, curfew, lack of public transport, closure of business ordered, etc.) Termination of contract Ill-health Other (specify)	Household	Households interview
	% of HHs reporting challenges in obtaining enough money to meet its needs over the last 30 days	Did your household face any challenges obtaining enough money to meet its needs over the last 30 days?	Select ONE: 1. Yes 2. No 3. Don't know 4. Prefer not to answer	Household	Households interview
	% of HHs that are able to access basic food and non-food items	For how long do members of your household have to travel to reach the nearest operational marketplace or grocery store?	Select One: 1. Less than 15 minutes 2. 15-29 minutes 3. 30-59 minutes 4. 1-2 hours 5. More than 2 hours 6. Don't know 7. Prefer not to answer	Household	Households interview
	% of HHs that are able to access basic food and non-food items	How do they get there?	Select ONE: Walking Car Bus Moto	Household	Households interview

			Cart Other		
	Population profile (Displaced vs. Non-displaced households)	Have you always lived here (NOT moved from another location in Somalia due to events such as flood, drought or conflict)?	Select ONE: Yes/No	Household	Households interview
	Population profile (Internally Displaced Persons)	1. Are you a Somali who has moved from another location in Somalia? 2. In which District were you living before coming here?	1. Select ONE: Yes/No; 2. Select ONE: from list of districts	Household	Households interview
	Population profile (Returnee)	1. Are you a Somali returning to Somalia from another country? 2. From which country is the household returning?	1. Select ONE: Yes/No; 2. Select ONE: from list of countries, if other specify enter text;	Household	Households interview
	Population profile (Refugee)	1. Are you a person of another nationality who has travelled from another country? 2. From which country did this household travel?	1. Select ONE: Yes/No; 2. Select ONE: from list of countries	Household	Households interview
	Population profile (Hosting vs. Non-hosting Non displaced households)	1.Are you currently hosting any people who are not usually members of this household and who share resources, such as food and water, with you? 2. If yes, how many individuals are you hosting?	1.Select ONE: Yes/No; 2.Enter Integer	Household	Households interview
		When did you leave your area of origin?	Enter Date	Household	Households interview
		When did you arrive at the current location? (answer cannot be longer than previous answer)	Enter Date	Household	Households interview

		In total, how many locations have you lived in since leaving your area of origin?	Enter Integer		
	Push Factors for displacement	Which are the two main reasons for why you left your previous location?: First Reason? Second Reason?	Select ONE: Actual conflict in community; Conflict in surrounding area, but not in my community; Fear of conflict in community; Arrival of armed groups; Withdrawal of armed groups/ security forces; Personal threats; Flooding; Lack of livelihood opportunities/job; Lack of health services; Lack of education services; Drought; Lack of water (not drought related); Lack of food (not drought related); Livestock disease outbreak/livestock death; Pressure from authorities; Pressure from host communities; Eviction; Rise in cases of Covid-19; None; I don't know or don't want to answer	Household	Households interview
	Pull Factors for displacement	Which are the two main reasons for why you chose to come to this location? First reason? Second Reason?	Select ONE: No conflict; Availability of work/ income opportunities; Presence of health services; Presence of education services; Presence of food distribution/food aid; Availability of local food (market/cultivation); Presence of shelter; Presence of water; Presence of cash distribution; Presence of physical protection actors;	Household	Households interview

			Withdrawal of armed groups/ security forces; To join family/community; Low number of cases / No cases of Covid-19 None; I don't know or don't want to answer		
	Return intentions	1. Do you intend to remain and settle in this location permanently? 2. When will you move to your intended destination? 4. District?	1. Select ONE: Yes, will settle here, Will move elsewhere in this city, Will move elsewhere in Somalia, Will return to the previous country of refuge, Will move to another country, I don't know if I want to move; 2. Select ONE: In the next week, In the next month, In the next three months, In the next six months, After six months from now; 3. Select ONE: from list of districts	Household	Households interview
Pre-existing vulnerability indicators					
Vulnerable headed households	% Households where the primary decision-maker and income-earner is below 18 years	1. Who is the main income-earner of the household? 2. Who decides on household expenditure?	1. Select ONE for income earner; 2. Select MULTIPLE for expenditure decider; Options: Adult male (aged 60 +), Adult female (aged 60 +), Adult male (aged 18 to 59), Adult female (aged 18 to 59), Male child (aged 14-17), Female child (aged 14-17), Male child (aged 13 or below), Female child (aged 13 or below)	Household	Households interview
	% Households where the primary decision-maker and income-earner is above 59 years			Household	Households interview
	% Households where the primary decision-maker and income-earner is female			Household	Households interview
Vulnerable members in household	% Households where at least one member is currently, or was either pregnant or lactating in the past 6 months	Are there any female household members who have given birth in the past 6 months or who are pregnant?	Select ONE: Yes/No	Household	Households interview
	% Households where at least one member was physically or cognitively disabled	1. In your household, are there any members that have physical or cognitive difficulties (for e.g. mobility, hearing, sight, communicating, etc.) which impacts their ability to carry out daily activities such as working,	1. Select ONE: Yes/No; 2. Enter integer; 3. Select ONE: Yes/No	Household	Households interview

		studying, walking, getting dressed, remembering things?; 2. How many household members fall into the following categories? No difficulty carrying out daily activities, Minor difficulties carrying daily activities but does not need assistance or attention, Some difficulties carrying daily activities and needs some assistance and attention (for e.g. 1-2 hours per day), A lot of difficulty carrying daily activities and needs quite a bit of assistance and attention (for e.g. 3-6 hours per day), Cannot carry daily activities independently and needs permanent assistance and attention; 3. Is there at least one person with difficulties between 5 years old and above 59 years old?			
	% Households where at least one member was chronically-ill in the past 3 months	Are there any members in the household suffering from chronic disease (any illness which lasts 3 months or longer)?	Select ONE: Yes/No/Don't know	Household	Households interview
	CORE % Households reporting at least one member without any legally-recognised formal identification documentation	1. Do all adult household members have some form of identity documentation (for example passport or national ID card) in their possession? 2. If anyone in your household does not have some form of identity documentation, do you think they could obtain it if needed?	1. Select ONE: Yes/No/Don't know; 2. Select ONE: Yes/No/Don't know	Household	Households interview
Dependency levels	% Households reporting ratio of working-to-non-working members to be greater than 0.60	How many members of the household are currently engaged in remunerated work?	Enter integer	Household	Households interview
	% Households reporting age-dependence ratio to be greater than 0.70	NA: Calculated from demographic data	NA	Household	Households interview

Poverty level	% Households reporting average monthly income of less than 30\$/month in the past 3 months	What was the average household income (including remittances) in the past 3 months/90 days?	Select ONE: None, less than 30\$/day, 31-60\$/day, 61-100\$/day, 101-150\$/day, 151-200\$/day, 200+\$/day, Don't know	Household	Households interview
	% Households reporting debt-to-income ratio greater than 0.80 in the past 3 months	1. What was the average household income (including remittances) in the past 3 months/90 days? 2. What was the average household debt in the past 3 months/90 days?	Select ONE: None, less than 30\$/day, 31-60\$/day, 61-100\$/day, 101-150\$/day, 151-200\$/day, 200+\$/day, Don't know	Household	Households interview
Displacement length	% Households reporting being displaced for 12 months or more	1. When did you leave your area of origin? 2. When did you arrive at the current location?	Enter Date	Household	Households interview
Food insecurity	% of households residing in areas which were classified as IPC2, IPC3, IPC4 or IPC5 in the past 6 months	NA	NA	Livelihood zone	Secondary data
Access to development	% Households residing in rural areas	NA	NA	Village/Settlement	Secondary data
	% Households residing in areas where access to formal or informal markets takes more than 3 hours of travel total	1. How long does it take you to reach the nearest market? 2. How do you get there?	1. Select ONE: Less than 15 mins, 15-30 mins, 30 mins-1h, 1-3h, 3+h; 2. Select ONE: Walking, Car, Bus, Moto, Bicycle, Cart	Household	Households interview
Impact indicators					
Hazard-prone environment	% Households residing in areas which experienced more than 5 incidents of armed violence in the past 3 months	NA	NA	District /Village /Settlement	Secondary data
	% Households residing in areas which experienced moderate or severe drought conditions in the past 3 months	NA	NA	Livelihood zone	Secondary data

	% Households residing in areas which experienced moderate or severe flooding in the past 3 months	NA	NA	Livelihood zone	Secondary data
Impact of shock	% Households reporting at least one members separated or missing in the past 3 months due to conflict, floods, or drought	1. Were there any household members separated from the household in the past 3 months/90 days? 2. What is the gender and age of the separated member? 3. Why was the person separated from the household?	1. Select ONE: Yes/No/Don't know; 2. Select MULTIPLE: Female below 18, Female above 18, Male below 18, Male above 18; 3. Select MULTIPLE: Staying with relatives, Flood, Drought, Conflict, Missing (no reason), Abducted, Voluntarily joined armed groups, Forcibly joined armed groups, Detained (no reason), Left house to study, Left house to work, Early marriage, Don't know	Household	Households interview
	% Households reporting at least one member losing employment in the past 3 months due to conflict, floods, or drought	1. How many members of the household lost their employment in the past 3 months/90 days? 2. Was the loss of employment due to flood, drought, or conflict?	1. Select ONE: Yes/No; 2. Select MULTIPLE: Flood, Conflict, Drought, Other; If other specify (enter text), Don't know	Household	Households interview
	% Households reporting loss of assets or outputs from assets (livestock, agriculture) in the past 3 months due to conflict, floods, or drought	1. Have you suffered a loss in herd size in the past 3 months/90 days? 2. Have you suffered a loss in access to cultivable land in the past 3 months/90 days?	1.2. Select ONE: Yes – all, Yes more than 75%, Yes more than 50%, Yes more than 25%, No Losses, Don't know	Household	Households interview
	% Households reporting loss or damage to shelters to the extent that they are uninhabitable due to conflict, floods, or drought in the past 3 months	1. Has your shelter (walls, roof, doors) been damaged (moderate or heavy) and not been repaired in the past 3 months/90 days? 2. What was the main reason for shelter damage?	1. Select ONE: Yes/No; 2. Select ONE: Flooding, Conflict, Poor material, Poor construction	Household	Households interview
	% Households reporting being displaced in the past 3 months due to conflict, floods, or drought	1. When did you leave your area of origin? 2. When did you arrive at the current location? 3. Which are the two main reasons for why you left your previous location? 3.a. First reason; 3.b. Second reason; 4. Which are the two main reasons for why you chose to	1. & 2. Enter Date; 3.a./3.b. Select ONE: Actual conflict in community, Conflict in surrounding area, but not in my community, Fear of conflict in community, Arrival of armed groups, Withdrawal of armed groups/ security forces, Personal threats, Flooding, Lack of livelihood opportunities/job, Lack of health services, Lack of	Household	Households interview

		come to this location? 4.a. First reason; 4.b. Second reason	education services, Drought, Lack of water (not drought related), Lack of food (not drought related), Livestock disease outbreak/livestock death, Pressure from authorities, Pressure from host communities, None, I don't know or don't want to answer; 4.a./4.b. Select ONE: No conflict, Availability of work/ income opportunities, Presence of health services, Presence of education services, Presence of food distribution/food aid, Availability of local food (market/cultivation), Presence of shelter, Presence of water, Presence of cash distribution, Presence of physical protection actors, Withdrawal of armed groups/ security forces, To join family/community, None, I don't know or don't want to answer		
Barriers to humanitarian aid	% Households reporting having being contacted by NGOs or State services for humanitarian assistance in the past 3 months pursuant to conflict, floods, or drought	What were the main concerns you had in accessing humanitarian aid in the past 3 months/90 days?	Select MULTIPLE: Not enough information, Cannot physically access points of humanitarian aid distribution, Insecurity on the way to humanitarian aid distribution, Insecurity at points of humanitarian aid distribution, Camp manager has excluded the respondents from aid	Household	Households interview
	% Households that have not been able to reach points of humanitarian assistance distribution (by walking or available transport) means in the past 3 months pursuant to conflict, floods, or drought	What were the main concerns you had in accessing humanitarian aid in the past 3 months/90 days?	Select MULTIPLE: Not enough information, Cannot physically access points of humanitarian aid distribution, Insecurity on the way to humanitarian aid distribution, Insecurity at points of humanitarian aid distribution, Camp manager has excluded the respondents from aid	Household	Households interview
	% Households reporting facing security concerns while travelling to, or at, points of humanitarian assistance distribution in the past 3 months	What were the main concerns you had in accessing humanitarian aid in the past 3 months/90 days?	Select MULTIPLE: Not enough information, Cannot physically access points of humanitarian aid distribution, Insecurity on the way to humanitarian aid distribution, Insecurity at points of humanitarian aid distribution, Camp manager has excluded the respondents from aid	Household	Households interview

	pursuant to conflict, floods, or drought				
Education indicators					
Education levels	% Households reporting having at least one adult member who has completed primary, secondary, or tertiary education	How many adults (aged 19+) in your household have achieved the following education levels (including adults)? 1. Primary level degree (primary school and secondary school), 2. Secondary level degree (high school), 3. Vocational degree (training on specific craft or job, for e.g. IT, electrician, carpenter, mechanic, cooking, sewing, etc.), 4. Tertiary degree (university degree, for e.g. bachelor, master, or PhD)	Select ONE: Nobody (including adults), Only one person (including adults), At least two persons (including adults), Don't know	Household	Households interview
Enrolment in education	% Households with school-aged children enrolled in primary or secondary education in the past 3 months	Please specify the age and gender of the children that are currently enrolled in school since the past 3 months/90 days 1. How many boys aged 5-12 are enrolled in school? 2. How many girls aged 5-12 are enrolled in school? 3. How many boys aged 13-17 are enrolled school? 4. How many girls aged 13-17 are enrolled in school?	Enter integer	Household	Households interview
	% of school-aged children whose education has been disrupted as a result of the Covid-19 outbreak	How many school-aged children in the household stopped attending school since the outbreak (including those who have since returned)? 1. How many boys aged 5-12 are enrolled in school? 2. How many girls aged 5-12 are enrolled in school? 3. How many boys aged 13-17 are enrolled school? 4. How many girls aged 13-17 are enrolled in school?	Enter integer	Household	Household interview

	Most common reasons for children stopping attending school since the outbreak	If children stopped attending school since the outbreak, what were the main reasons?	Select Multiple: Schools have closed; Schools are open but lack willing teachers; Lack transportation to schools due to Covid-19; Parents prefer that children stay home; Children want to stay home Other (specify); Not sure / prefer not to answer	Household	Households interview
	CORE % Households with school-aged children who dropped out of school in the past 12 months	Have any children dropped-out of school in the last 12months/1 year?	Select ONE: All, Some, None, Don't know	Household	Households interview
	Main reasons reported for children dropping out of school	What was the main reason for children dropping out of school?	Select MULTIPLE: Drought, Conflict, Work or need to support household, Household obligations or chores, Early marriage, Prohibitive costs, If other specify (enter text)	Household	Households interview
Remote education	% of school-aged children (who were previously attending school) continuing teaching and learning activities remotely (where schools are closed)	How many of the school-aged children in the household (who were previously attending school) have been following or trying to follow their school curriculum remotely since leaving school? 1. How many boys aged 5-12 are enrolled in school? 2. How many girls aged 5-12 are enrolled in school? 3. How many boys aged 13-17 are enrolled school? 4. How many girls aged 13-17 are enrolled in school?	Enter integer	Household	Households interview
	Most common modalities used for remote / home-based learning	If yes, how?	Select Multiple: Online live classes with teachers (video / audio) Radio classes	Household	Households interview

			Television classes Audio/Mp3 classes Learning app on phone/tablet Online materials School textbooks Reading books Additional paper-based learning materials Other (specify)		
	% of HHs with school-aged children having access to learning materials at home	Do school-aged children in the household have access to the following learning materials?	Select multiple: Basic writing materials (pen, paper, notebook) School textbooks Other paper-based learning materials Reading materials (storybooks, magazines) Radio Computer / tablet with internet Smartphone with internet None of the above Not sure	Household	Households interview
Education Barriers	% of HHs by barriers to accessing education for boys	What are the top three barriers, if any, that boys in the household face to accessing education?	Select multiple: No barriers (cannot select with any other option) Schools closed (for any reason) Schools overcrowded Security concerns of child travelling or being at school Distance to school too far / lack transportation School fees and/or cost of materials Child helping at home / farm Child working outside home Parents unaware of education opportunities available Parents don't value education Parents don't approve of curriculum Cultural beliefs Children psychologically distressed Displacement due to conflict Children lack documentation needed to register	Household	Households interview

			Flooding / weather events Children join/recruited by armed groups Marriage and/or pregnancy Language issues Poor school infrastructure/facilities Lack of qualified teaching staff Insufficient WASH facilities in schools Lack of male / female separation Other (specify) Not sure		
	% of HHs by barriers to accessing education for girls	What are the top three barriers, if any, that girls in the household face to accessing education?	Select multiple: No barriers (cannot select with any other option) Schools closed (for any reason) Schools overcrowded Security concerns of child travelling or being at school Distance to school too far / lack transportation School fees and/or cost of materials Child helping at home / farm Child working outside home Parents unaware of education opportunities available Parents don't value education Parents don't approve of curriculum Cultural beliefs Children psychologically distressed Displacement due to conflict Children lack documentation needed to register Flooding / weather events Children join/recruited by armed groups Marriage and/or pregnancy Language issues Poor school infrastructure/facilities Lack of qualified teaching staff Insufficient WASH facilities in schools Lack of male / female separation	Household	Households interview

			Other (specify) Not sure		
Support needed	% of HHs by preferred education support modality	If available, what type of support would help your child with attending school or participating in regular learning activities? [Do not read options to respondent]	Select multiple: No support needed / wanted Payment of school fees Cash for school supplies/equipment (bags, pencils, books, uniforms) Cash for transportation to school Cash for children's food Cash to offset opportunity cost of child working Direct provision of school supplies/equipment (bags, pencils, books, uniforms) Direct provision of transportation Direct provision of water and food for children Healthcare at school Provision of alternative learning curriculum Assistance for children with disabilities Assistance for children of minority groups Other (specify) Not sure	Household	Households interview
	% of HHs by preferred education support modality for home-based / distance learning	If available, what types of support would most help your children with home-based learning?	Select multiple: No support needed / wanted Cash Basic writing materials (pen, paper, notebook) School textbooks Other paper-based learning materials Online classes Radio Mp3 Computer / tablet Other (specify) Not sure	Household	Households interview
Nutrition indicators					
Proxy for MUAC	Proxy for MUAC	Are you worried about the health of your child/any of your children?	Select ONE: Yes/No	Household	Households interview

	Proxy for MUAC	If your child is currently sick or has a fever, has it been going on for more than 7 days?	Select ONE: Yes, for 7 or more days; Yes, for less than 7 days; No	Household	Households interview
	Proxy for MUAC	Do you think your child is too thin or is becoming thinner than before?	Select ONE: Yes/No	Household	Households interview
	Proxy for MUAC	Is your child still feeding or eating normally? If no, has this been for 2 days or more?	Select ONE: Yes, eating and feeding normally; No, for less than two days; No, for three or more days	Household	Households interview
	Proxy for MUAC	Has your child previously been identified as malnourished or admitted to a nutrition treatment programme?	Select ONE: Yes/No	Household	Households interview
Coverage of MUAC screening	% Households with children under 5 years who underwent a MUAC screening in the past 6 months	Have you or anyone in your household received a visit in the past 6 months from a Mobile nutrition team to assess for malnutrition?	1. Select ONE: Yes/No/Don't know	Household	Households interview
	% Households reporting having at least one child enrolled in a nutritional centre/therapeutic feeding service in the past 6 months	Are there any children enrolled in a nutritional centre or therapeutic feeding centre since the past 6 months?	Select ONE: Yes/No/Don't know	Household	Households interview
Access to nutrition	% Households reporting presence of nutritional centre/therapeutic feeding centre (or healthcare facility providing nutrition counselling or supplements) reachable in less than 3 hours of travel total (by walking or available means of transport)	1. How long does it take you to reach the nearest nutritional centre or therapeutic feeding centre? 2. How do you get there?	1. Select ONE: Less than 15 mins, 15-30 mins, 30 mins-1h, 1-3h, 3+h; 2. Select ONE: Walking, Car, Bus, Moto, Bicycle, Cart	Household	Households interview

	Physical access	1. Have you been able to access the nearest nutritional centre or therapeutic feeding centre when needed? 2. How long does it take you to reach the nearest nutritional centre or therapeutic feeding centre? 3. How do you get there?	Select ONE: Yes/No/Not needed 2. Select ONE: Less than 15 mins Less than 30 mins Less than 1h Less than 3h More than 3h 2. Select One: Walking Car Bus Moto Cart	Household	Households interview
Barriers to nutrition	% Households reporting 3 main concerns to accessing nutritional/therapeutic feeding services	What difficulties, if any, are encountered when attempting to access nutrition services or treatment?	Select up to 3: No issues Unaware that services are available, Unaware that supplements are available, Difficulty in enrolling children in programmes, Facilities too far to travel to, Prohibitive costs, Insecurity in travelling to and from centres, Inaccessible to disabled persons, Inaccessible to minority groups/clans, Facilities not staffed or staff not present, Not enough female/male service providers for female/male claimants, None, If other specify (enter text)	No issues	Households interview
Health indicators					
Incidence of disease	% Households reporting health issues or illnesses for at least one member in the past 2 weeks by type of issue/illness	1. In the last two weeks, did any household member have any of the following illnesses or injuries? 2. If yes, which members?	1. Select MULTIPLE: No illness Yes, diarrhea Yes, fever Yes, cough with fast or difficult breathing Yes, skin infections Yes, eye infections	Household	Households interview

			Yes, wounds and injuries Don't know 2. Enter integer: M: 0-5; 6-14; 15-17, 18-40, 41-59, 60+; F: 0-5; 6-14; 15-17, 18-40, 41-59, 60+		
	TBC	1. Were you or your household members able to access healthcare in response to any illness or injury in the last 6 months? 2. If yes, where did you seek advice or treatment?	1. Select One: No, did not seek any advice or treatment Yes No Do not know 2. Select ONE: Government hospital Government health center Government health post Community health worker Mobile / outreach clinic Other public medical (specify) Private hospital / clinic Private physician Private pharmacy Community health worker Mobile clinic Other private medical (specify) Relative / friend Shop / market / street Traditional practitioner Other (specify) Don't know	Household	Households interview
	% Households with pregnant or lactating women who gave childbirth at a hospital or healthcare centre in the past 1 year	Where have women in the household given birth in the past year?	Select ONE: No birth in the past year Respondent's home Other home Government hospital Government clinic Health center Government health post Other public health facility (specify) Private hospital Private clinic	Household	Households interview

			Private maternity home Other private health facility (specify) Don't know		
	TBC	Who assisted with the delivery?	Select ONE: Doctor Nurse / midwife Other health professional (specify) Traditional birth attendant Community health worker Relative / friend h Other (specify) No one Don't know	Household	Households interview
Vaccination coverage	CORE % Households reporting all children vaccinated	Are there any unvaccinated children in the household?	Select ONE: yes, no, Don't know	Household	Households interview
	TBC	Why have children not been vaccinated?		Household	Households interview
Access to Healthcare facility	CORE % of HHs that can access primary healthcare within one hour's walk from dwellings	How long does it take you to reach the nearest healthcare facility?	Select ONE: Less than 15 mins Less than 30 mins Less than 1h Less than 3h More than 3h	Household	Households interview
		1. How do they get there? 2. If other	1. Select ONE: Walking Car Bus Moto Cart Other 2. Enter text	Household	Households interview
	TBC	Have you or anyone in your household had access to a mobile health team (doctors, nurses, NGO) in the past 6 months?	Select ONE: Yes No Don't know	Household	Households interview

Health expenditure	% Households reporting increased costs for healthcare in the past 3 months	How much does your household spend per month on healthcare?	1. Select ONE: None; less than 30 \$/month; 31-60 \$/month; 61-100 \$/month; 101-150 \$/month; 151-200 \$/month; 200+ \$/month	Household	Households interview
Healthcare Access	% Households reporting 3 main concerns to accessing healthcare	What difficulties, if any, are encountered when attempting to access health services or treatment?	Select multiple: No issues Have not tried to access medical services Cost of services and/or medicine was too high Did not get access to qualified health staff at the health facility Problems with civil documents Public health clinic did not provide referral Public health clinic not open The treatment center was too far away/Transportation constraints Medical staff refused treatment without any excuse No medicine available at health facility/pharmacy No treatment available for my disease at the health facility Health services not inclusive of people with disabilities	Household	Households interview
Support required	% Households with limited or no access to healthcare services reporting main type of support required to access healthcare	If available, what would be the main type of support you would require for healthcare or accessing healthcare facilities?	Select One: Don't want support Cash for doctor's fees Cash for medicines Direct provision (Medicines) Transport to facilities More qualified healthcare workers at facilities More qualified healthcare workers for home-visits Increased access for physically disabled persons Increased services for mentally disabled persons	Household	Households interview

			Increased services for addictions and consumption of khat Other – specify Infrastructure provision (More healthcare facilities, Near healthcare facilities) Increased access for minority groups/clans Increased services for pregnant or lactating women		
Shelter and Non-Food Items indicators					
Shelter use	% Households living in open-air conditions	How many shelters does the household occupy in this location?	Enter integer (0 if open air)	Household	Households interview
Safe and healthy shelter	CORE-- % of HHs with access to a safe and healthy housing enclosure unit	What type of shelter does the household live in?	Select One: Buul Timer and plastic sheet with CGI roof CGI sheet wall and CGI roof Mud and stick wall and CGI roof Stone/brick wall and CGI roof Brick and concrete house (solid, finished house or apartment) Unfinished / non-enclosed building Stick wall and thatch roof Collective shelter Tent Makeshift shelter None (sleeping in open) Other (specify) Not sure	Household	Households interview
Long-term shelter damage	CORE % Households reporting damage to structure, roof, walls, or doors of shelter, for a minimum of 3 months and which have not been repaired	Does the shelter currently have any damage or defects?	Select ONE: Yes/No	Household	Households interview
	TBC	Why were you not able to repair the damages or defects to the shelter?	Select multiple: Lack of money Lack of materials Unavailability of skilled labour	Household	Households interview

			Other (specify)		
	Average number of household members per room	In total, how many rooms are there in use in ALL the shelters occupied by your household?	Enter integer	Household	Households interview
	% of HHs with access to a functional domestic living space	Do you have any of the following issues inside your shelter?	Select MULTIPLE: Lack of bathing facilities Bathing facilities are unsafe Lack of access to cooking facilities Cooking facilities are unsafe Lack of lighting inside the shelter Lack of lighting around the shelter Lack of privacy inside the shelter (no partitions, doors) Lack of space inside shelter (min 21m2 per hh) Unable to lock home securely Theft Other security incidents Fire Poor construction or materials (risk of collapse) Other (specify) None of the above Not sure / prefer not to say	Household	Households interview
	TBC	Where do household members cook food?	Select ONE: In kitchen In shelter (no separate kitchen) Open air Other (specify)	Household	Households interview
	% of HHs by occupancy status	What is the occupancy arrangement in your current dwelling? 2. Do you have formal written documentation to prove your occupancy arrangement (e.g. written rental agreement, ownership)	1. Select ONE: Ownership Rented Hosted without rent (by family, friends, institution) No occupancy agreement / squatting	Household	Households interview

		papers)? 3. How much rent do you pay per month for your accommodation?	Other (specify) Not sure / prefer not to say 2. Select One: Yes/No/Don't know/ Prefer not to answer 3.Select ONE: None; less than 30 \$/month; 31-60 \$/month; 61-100 \$/month; 101-150 \$/month; 151-200 \$/month; 200+ \$/month		
	% of HHs with housing, land and property issues	Do you currently have any of the following problems related to housing, land and property?	Select MULTIPLE: Disputed ownership Property unlawfully occupied by others (secondary occupation) Disputes about rent (including payment) between landlord and tenant Rules and processes on housing and land not clear Inheritance issues Lack or loss of housing land tenancy or ownership documents Looting of private property Threat of eviction/harassment by landlord or others Other (specify) None of the above Not sure / prefer not to say	Household	Households interview
Basic NFIs	% of HHs with access to vital Household NFIs	Does the household currently have access to the following NFIs?	Select MULTIPLE: Bedding items Winter blankets	Household	Households interview

	(protracted crisis OR Sudden onset)		Mattresses / sleeping mats Cooking utensils Cooking fuel Water containers Jerry can Torches Solar lamps Solar panels Generators Batteries Clothing Winter clothing Shoes Winter shoes Winter heaters Heating fuel Disposable diapers Sanitary pads Soap Washing powder Cleaning liquid (for house) Detergent (for dishes) Hygiene kits Hand sanitiser Face masks Disposable gloves Mosquito Nets		
	TBC	Are any of the items NOT available at your local market?	Select MULTIPLE: Bedding items Winter blankets Mattresses / sleeping mats Cooking utensils	Household	Households interview

			Cooking fuel Water containers Jerry can Torches Solar lamps Solar panels Generators Batteries Clothing Winter clothing Shoes Winter shoes Winter heaters Heating fuel Disposable diapers Sanitary pads Soap Washing powder Cleaning liquid (for house) Detergent (for dishes) Hygiene kits Hand sanitiser Face masks Disposable gloves Mosquito Nets		
NFI Support Required	TBC	What are your top 3 priority NFI needs?	Select MULTIPLE: Bedding items Winter blankets Mattresses / sleeping mats Cooking utensils Cooking fuel Water containers	Household	Households interview

			Jerry can Torches Solar lamps Solar panels Generators Batteries Clothing Winter clothing Shoes Winter shoes Winter heaters Heating fuel Disposable diapers Sanitary pads Soap Washing powder Cleaning liquid (for house) Detergent (for dishes) Hygiene kits Hand sanitiser Face masks Disposable gloves Mosquito Nets Other (specify)		
Food security and livelihoods indicators					
Access to food	% Households reporting main source of food by type of source	What are the main sources of food for the household?	Select MULTIPLE: Purchased at market Own cultivation Own livestock Fishing Foraging Hunting Bartering Reliant on family or friends Reliant on humanitarian/NGO assistance	Household	Households interview

			Reliant on government assistance Other - specify		
Household Hunger Score	CORE	1. In the past 4 weeks (30 days), was there ever no food to eat of any kind in your house because of lack of resources to get food? 2. How often did this happen in the past [4 weeks/30 days]?	1.Select ONE: 1 = Yes; 0 = No 2.Select ONE: 1 = rarely (1-2); 2 = sometimes (3-10); 3 = often (10+ times)	Household	Households interview
	CORE	1. In the past 4 weeks (30 days), did you or any household member go to sleep at night hungry because there was not enough food? 2. How often did this happen in the past [4 weeks/30 days]?	1.Select ONE: 1 = Yes; 0 = No 2.Select ONE: 1 = rarely (1-2); 2 = sometimes (3-10); 3 = often (10+ times)	Household	Households interview
	CORE	J03. In the past 4 weeks (30 days), did you or any household member go a whole day and night without eating anything at all because there was not enough food? J03.1 How often did this happen in the past [4 weeks/30 days]?	1.Select ONE: 1 = Yes; 0 = No 2.Select ONE: 1 = rarely (1-2); 2 = sometimes (3-10); 3 = often (10+ times)	Household	Households interview
Reduced Coping Strategies Index	TBC	In the past 7 days, if there have been times when you did not have enough food or money to buy food, how often has your household had to rely on less preferred and less expensive food?	Enter Integer: 0-7	Household	Households interview
	TBC	In the past 7 days, if there have been times when you did not have enough	Enter Integer: 0-7	Household	Households interview

		food or money to buy food, how often has your household had to limit portion sizes at meals?			
	TBC	In the past 7 days, if there have been times when you did not have enough food or money to buy food, how often has your household had to restrict consumption by adults in order for small children to eat?	Enter Integer: 0-7	Household	Households interview
	TBC	In the past 7 days, if there have been times when you did not have enough food or money to buy food, how often has your household had to reduce number of meals eaten in a day?	Enter Integer: 0-7	Household	Households interview
	TBC	In the past 7 days, if there have been times when you did not have enough food or money to buy food, how often has your household had to borrow food or rely on help from friends or relatives?	Enter Integer: 0-7	Household	Households interview
	TBC	In the past 7 days, if there have been times when you did not have enough food or money to buy food, how often has your household had to give less food than normal to elderly household members?	Enter Integer: 0-7	Household	Households interview
	TBC	In the past 7 days, if there have been times when you did not have enough food or money to buy food, how often has your household had to give less	Enter Integer: 0-7	Household	Households interview

		food than normal to adult women in the household?			
	% of HH reporting decline in HH income as a result of Covid-19	1. In the last 30 days, has there been an overall decline in your household income? 2. If yes, approximately how much lower is your MONTHLY total household income currently? Enter the amount in local currency	1. Select ONE: Yes/ No/ Don't know 2. Enter integer	Household	Households interview
Water, Sanitation, and Hygiene indicators					
Improved water sources	% Households reporting accessing an improved primary water source for drinking water in the past 30 days CORE	What was your primary source of drinking water in the last 30 days?	Select ONE: Water Kiosk, Vendors or shop, Piped System, Protected Well with hand Pump, Protected Well w/o hand pump, Unprotected Well, Berkad, River, Water tank and Tap, Water Trucking Distribution Point, Borehole with submersible pump, If other specify (enter text)	Household	Households interview
	% Households reporting access to enough water to meet basic needs	Does your household currently have enough water to meet the following needs?	Select ONE: Drinking Cooking Personal hygiene (washing or bathing) Other domestic purposes (cleaning house, floor, etc.) Not enough water to meet any of the above needs Don't know	Household	Households interview
	% Households reporting presence of improved water source reachable in less than 30 minutes of travel total (by walking or available means of transport)	How long does it take to go to your main water source, fetch water, and return (including queuing at the water source)? *Does not specify means of transportation*	Select ONE: Water on premises Less than 5 min to fetch and return Between 5 and 15 min to fetch and return Between 16 and 30 min to fetch and return More than 31min to fetch and return Don't know	Household	Households interview
	% of HHs having problems related to access to water - by type of problems	Does your household have problems related to access to water? If yes, which ones?	Select multiple: No problem Waterpoints are too far	Household	Households interview

			<p>Waterpoints are difficult to reach (especially for people with disabilities)</p> <p>Fetching water is a dangerous activity</p> <p>Some groups (children, women, elderly, ethnic minorities, etc.) do not have access to the waterpoints</p> <p>Insufficient number of water points / waiting time at water points;</p> <p>Water points are not functioning or close</p> <p>Water is not available at the market</p> <p>Water is too expensive</p> <p>Not enough container to store the water</p> <p>Don't like taste / quality of water</p> <p>Other (please list)</p> <p>Don't know</p>		
Water expenditure	% Households reporting increased costs for water in the past 3 months	How much does your household spend per month on water?	<p>1. None;</p> <p>less than 30 \$/month;</p> <p>31-60 \$/month;</p> <p>61-100 \$/month;</p> <p>101-150 \$/month;</p> <p>151-200 \$/month;</p> <p>200+ \$/month</p>	Household	Households interview
	% of HHs engaging in coping mechanisms for water insufficiency - by types of coping mechanism	How does your household adapt to lack of water?	<p>Select ONE: The HH does not have any issue;</p> <p>Rely on less preferred (unimproved/untreated) water sources for drinking water;</p> <p>Rely on surface water for drinking water;</p> <p>Rely on less preferred (unimproved/untreated) water sources for other purposes such as cooking and washing;</p> <p>Rely on surface water for other purposes such as cooking and washing;</p> <p>Fetch water at a source further than the usual one;</p> <p>Send children to fetch water;</p> <p>Fetch water at a source that could be dangerous;</p> <p>Spend money (or credit) on water that should otherwise be used for other purposes;</p> <p>Reduce drinking water consumption (drink less);</p>	Household	Households interview

			Reduce water consumption for other purposes (bathe less, etc.); Other (please list); Don't know		
Latrine use	% Households reporting using personal latrines CORE	What kind of sanitation facility (latrine/toilet) does your household usually use?	Select ONE: Flush or pour/flush toilet Pit latrine without a slab or platform Pit latrine with a slab and platform Open hole Pit VIP toilet None of the above, open defecation Other (specify) Don't know	Household	Households interview
	% Households reporting sharing latrines with more than 3 households	1. Do you share this sanitation facility with other households? 2. If yes, how many households use this latrine?	1. Select ONE: Yes/No/Don't know 2. Enter Integer	Household	Households interview
	% of HHs having a sanitation facility safe for all members to use	Does your latrine have any of the following features?	Select multiple: Door Walls that protect privacy Lock to close door Inside light Outside light Marked separated facilities between women and men (for shared or communal facilities) Close to dwelling (less than 50m) Access for persons with disabilities Soap and washbasin at latrine	Household	Households interview
Environmental sanitation	% Households reporting adequate method of disposing of faeces (or faeces of children)	How do you dispose of faeces, and/or faeces of children?	Select ONE: Household or communal covered pit; Burial if in designated areas far from houses and water sources; In open; Burning (near or far from home)	Household	Households interview
	% of HHs having problems related to sanitation facilities access - by type of problem	Do you have problems related to sanitation facilities (latrines/toilets)? If yes, which ones?	Select multiple: No problem; Lack of sanitation facilities (latrines/toilets) / facilities too crowded; Sanitation facilities (latrines/toilets) are not functioning or full;	Household	Households interview

			<p>Sanitation facilities (latrines/toilets) are unclean/unhygienic;</p> <p>Sanitation facilities (latrines/toilets) are not private (no locks/door/walls/lighting etc.);</p> <p>Sanitation facilities (latrines/toilets) are not segregated between men and women;</p> <p>Sanitation facilities (latrines/toilets) are too far;</p> <p>Sanitation facilities (latrines/toilets) are difficult to reach (especially for people with disabilities);</p> <p>Going to the sanitation facilities (latrines/toilets) is dangerous;</p> <p>Some groups (children, women, elderly, ethnic minorities, etc.) do not have access to sanitation facilities (latrines/toilets);</p> <p>Other (specify);</p> <p>Don't know</p>		
	% of HHs engaging in coping mechanisms for sanitation access issues- by type of coping mechanism	How do you adapt to issues related to sanitation facilities (latrines/toilets)?	<p>Select MULTIPLE: The HH does not have any issue; Rely on less preferred (unhygienic/unimproved) sanitation facilities (latrines/toilets); Rely on communal sanitation facilities (latrines/toilets); Defecate in a plastic bag; Defecate in the open; Going to sanitation facilities (latrines/toilets) further than the usual one; Going to sanitation facilities (latrines/toilets) in a dangerous place; Going to sanitation facilities (latrines/toilets) at night; Other (specify);</p> <p>Don't know</p>	Household	Households interview
	CORE-- % of HHs with access to soap	Do you have any soap in your household?	Select ONE: Yes/No/Don't know	Household	Households interview
		<p>What kind of handwashing facility do your household members usually use to wash their hands?</p> <p>A handwashing facility refers to a fixed or mobile device designed to contain, transport or regulate the flow of water to facilitate handwashing. They include sinks with tap water, buckets with</p>	<p>Select ONE:</p> <p>No specific handwashing device (no device at all or only pouring device or simple basin/bucket, with no taps)</p> <p>Sink with tap water</p> <p>Buckets with taps</p> <p>Tippy tap</p> <p>Other (specify)</p>	Household	Households interview

		taps, tippy-taps, and jugs or basins designated for handwashing	Don't know		
		How does your household adapt to issues related to lack of access to hygiene items?	The HH does not have any issue; Rely on less preferred types of NFI; Rely on soap substitutes (sand or other rubbing agents for soap, clothing for diapers, etc.); Buying NFI at a market place further than the usual one; Buying NFI at a market place in a dangerous place; Borrow NFI from a friend or relative ; Spend money (or credit) on NFI that should otherwise be used for other purposes; Reduce NFI consumption for personal hygiene; Reduce NFI consumption for other purposes (cleaning dishes, laundry, etc.) ; Other (specify) ; Don't know	Household	Households interview
		Do you (and other female household members) have problems related to menstrual materials? If yes, which ones?	No problem; Menstrual materials are too expensive; Menstrual materials are not available at the market; The market is too far away; Going to the market is dangerous ; The market is difficult to reach (especially for people with disabilities); Some groups do not have access to the market; Don't like quality of menstrual materials; Other (specify) ; Don't know	Household	Households interview
Hygiene	% Households reporting knowledge of at least 3 out of 5 hand-washing times	At what times do you wash your hands?	Select Multiple: Before eating, Before feeding baby (including breastfeeding), Before preparing food, Serving food, After defecating, After disposing of baby's faeces/washing baby's bottom, After eating, I never wash my hands, Other	Household	Households interview
Protection indicators					
Vulnerable headed households	% Households where the primary decision-maker and income-earner is currently, or was below 18 years	1. Who is the main income-earner of the household? 2. Who decides on household expenditure?	1. Select ONE for income earner; 2. Select MULTIPLE for expenditure decider; Options: Adult male (aged 60 +), Adult female (aged 60 +), Adult male (aged 18 to 59), Adult female (aged 18 to 59), Male child (aged 14-17), Female child (aged 14-17), Male child (aged 13 or below), Female child (aged 13 or below)	Household	Households interview
	% Households where the primary decision-maker and income-earner is			Household	Households interview

	currently, or was above 59 years				
	% Households where the primary decision-maker and income-earner is currently, or was female			Household	Households interview
Vulnerable members in household	% Households where at least one member is currently, or was either pregnant or lactating in the past 6 months	Are there any female household members who have given birth in the past 6 months or who are pregnant?	Select ONE: Yes/No	Household	Households interview
	% Households where at least one member was physically or cognitively disabled	<p>1. In your household, are there any members that have physical or cognitive difficulties (for e.g. mobility, hearing, sight, communicating, etc.) which impacts their ability to carry out daily activities such as working, studying, walking, getting dressed, remembering things?; 2. How many household members fall into the following categories? No difficulty carrying out daily activities, Minor difficulties carrying daily activities but does not need assistance or attention, Some difficulties carrying daily activities and needs some assistance and attention (for e.g. 1-2 hours per day), A lot of difficulty carrying daily activities and needs quite a bit of assistance and attention (for e.g. 3-6 hours per day), Cannot carry daily activities independently and needs permanent assistance and attention; 3. Is there at least one person with difficulties between 5 years old and above 59 years old?</p>	<p>1. Select ONE: Yes/No; 2. Enter integer; 3. Select ONE: Yes/No</p>	Household	Households interview

	% Households where at least one member is chronically-ill	Are there any members in the household suffering from chronic disease (any illness which lasts 3 months or longer)?	Select ONE: Yes/No/Don't know	Household	Households interview
	% Households reporting at least one member without any legally-recognised formal identification documentation	1. Do all adult household members have some form of identity documentation (for example passport or national ID card) in their possession? 2. If anyone in your household does not have some form of identity documentation, do you think they could obtain it if needed?	1. Select ONE: Yes/No/Don't know; 2. Select ONE: Yes/No/Don't know	Household	Households interview
	% of boys and girls engaged in any child labour outside of the home, in the last 30 days	1. In the last 30 days, did any children in your HH (age added) engage in employment outside of the home? 2. If yes, how many?	1. Yes/ No/ Don't know /Don't want to say 2. Enter integer for Boys and Girls separately	Household	Households interview
	% of HHs with children under 18 currently not residing in the HH, by protection incident	1. Do you have any other child, son or daughter under 18 years not living in the HH? 2. If yes, how many? 3. We would like to understand why those children are not living under your roof. I read you a list of possibilities, let me know how many children currently under 18 years old fall in each category:	1. Select one: Yes/No/Don't want to say 2. Enter integer: Boys Girls 3. Enter integer 1. Married and left the house 2. Left the house to seek employment 3. Left the house to study 4. Left the house to engage with the army or armed groups 5. Kidnapped/abducted 6. Missing (left and no news) 7. Arbitrarily detained	Household	Households interview
Freedom of movement	% Households reporting members being able to move freely in and around surrounding areas	1. In the last 30 days, have any members of your HH faced restrictions when moving around your neighbourhood/block/camp, from one camp to another camp, or from one district to another district? 2. If yes, did the HH members face any of the	1. Select ONE: Yes, within the block/camp; Yes, between blocks/camps; Yes, between districts; No; Don't know; Haven't tried to move around 2. Select ONE: No, no restrictions; Yes, road closures; Yes, COVID-related lockdown; Yes, Other government-imposed lockdown; Yes, fear	Household	Households interview

		following restrictions while travelling or attempting to travel to or from any area?	for safety and/or security; Yes, did not have appropriate documentation for travel; Yes, unable to afford travel; Yes, discrimination because of my displacement status; Yes, because of other discrimination; Yes, other (Specify)		
General Safety/ Security Incidence	% Households reporting having at least one member feeling unsafe or insecure in certain areas, by type of area, in the past 3 months	1. Are there any areas in your community where boys or men do not feel safe? 2. Where do boys and men not feel safe? 3. Are there any areas in your community where girls or women do not feel safe? 4. Where do girls and women not feel safe?	1. 3. Select ONE: Yes/No/Don't know; 2. 4. Select MULTIPLE: In shelters; When leaving settlement/town; On the way to markets; At Water points; At Latrines; Bathing areas; Markets; Schools; Health centres; Nutrition/feeding centres; Humanitarian aid distribution points; Choose not to answer; Other - specify	Household	Households interview
	% of HHs that have suffered incidents affecting HH members in the last 30 days (1)	1. Have any HH members been affected by a safety or security incident in the last 30 days? 2. Is yes, how many men/women/boys/girls in the HH were affected?	1. Select ONE: Yes/No/Don't know/Prefer not to say 2. Enter integer	Household	Households interview
	% of HHs that have suffered incidents affecting HH property in the last 30 days	Has your household property or possessions been damaged or stolen in the last 30 days?	Select ONE: Yes/No/Don't know/Prefer not to say	Household	Households interview
	TBC	Is there a child-friendly space in your community where children can meet and play with or without supervision (for e.g. a park, gym, playground, etc.)?	Select ONE: Yes/No/Don't know/Prefer not to say	Household	Households interview

	TBC	Are there any medical, legal, or social services for children in your community or area of residence?	Select ONE: Yes/No/Done know/Prefer not to say	Household	Households interview
Gender-based Violence and GBV Services	% of HHs reporting incidence of GBV (e.g. sexual violence, forced marriage or forced reproduction etc) for women, girls and boys in their community in the last 30 days	Are you aware of any GBV-related incidents against anybody your community in the last 30 days?	Select ONE: Yes/No/Done know/Prefer not to say	Household	Households interview
	TBC	Are you aware of any medical, legal, psychosocial services available in case of an attack of sexual or gender based violence?	Select ONE: Yes/No/Done know/Prefer not to say	Household	Households interview
	TBC	Has anyone in the household made use of SGBV medical, legal, or psychosocial services in the past 6 months?	Select ONE: Yes/No/Done know/Prefer not to say	Household	Households interview
Accountability to Affected Population indicators					
	% of HHs who own mobile phones, per phone type	What type(s) of phone do members of your household own?	Select MULTIPLE: Basic phone (Calls, SMS, mobile money, no Internet access) Feature phone (basic internet access, some preinstalled apps, no app store, physical keyboard) Smartphone (touchscreen, app store, advanced internet access) None	Household	Households interview

	% of HHs with someone who can read and write	Is there at least one person in the household who can read and write, in any language?	Select ONE: Yes, without difficulties Yes – some difficulty Yes – a lot of difficulty No	Household	Households interview
	% of HHs who received aid in the past 30 days, % of satisfaction of those who have received aid	1. Has your household received humanitarian aid in the past 30 days? 2. If you have received aid in the last 30 days, was your household satisfied with the aid you received? 3. If you were not satisfied why were you not satisfied with the aid received?	1. Select ONE: Yes/No 2. Select ONE: Very Satisfied, Somewhat satisfied, Somewhat dissatisfied, Very dissatisfied 3. Select MULTIPLE: 1. Quality was not good enough 2. Quantity was not good enough 3. Did not receive the aid on time/ Delays in delivery of aid 4. Other	Household	Households interview
	% of HHs who reported barriers to accessing aid in the past 30 days	Did your household face any barriers in accessing humanitarian aid in the past 30 days?	Select ONE: Yes/No	Household	Households interview
	Most commonly faced barriers by HHs when accessing aid in the past 30 days	[Of those who faced barriers] What barriers did you face?	Select MULTIPLE: LACK OF INFORMATION PHYSICALLY UNABLE TO ACCESS POINTS OF AID DISTRIBUTION INSECURITY ON ROUTE TO POINTS OF AID DISTRIBUTION INSECURITY AT SITE OF AID DISTRIBUTION EXCLUSION BY CAMP MANAGERS/GATEKEEPERS	Household	Households interview
	% of HHs satisfied with aid workers' behaviour in the area	Do you and other members of your household trust aid workers to act in your interest and with respect?	Select ONE: Yes/No	Household	Households interview

	% of HHs by preferred means of providing feedback to aid providers about the quality, quantity and appropriateness of aid	<p>1. Do you or other household members know how to make a suggestion or complaint about the humanitarian assistance you receive?</p> <p>2. How would your household prefer to give feedback to aid agencies about the aid (quality, quantity and/ or appropriateness) you are receiving?</p>	<p>1. Select ONE: Yes/No</p> <p>2. Select ONE:</p> <p>1) Face to face at home with aid worker 2) Face to face in office or other venue with aid worker 3) Face to face with member of the community 4) Phone call 5) SMS 6) E-mail 7) Letter 8) Social media (e.g. Twitter or Facebook) 9) Complaints/ suggestions box (10) Other</p> <p>Not aware of feedback mechanism</p>	Household	Households interview
Most commonly reported modalities of assistance that HHs would prefer to receive in the future		If your household were to receive humanitarian assistance in the future, what type of assistance would you prefer to receive?	<p>Select ONE:</p> <p>1. Do not want to receive humanitarian assistance</p> <p>2. In-kind (food)</p> <p>3. In-kind (NFIs)</p> <p>4. Physical cash</p> <p>5. Cash via bank transfer</p> <p>6. Cash via prepaid cards</p> <p>7. Cash via mobile money</p> <p>8. Vouchers</p> <p>9. Services (e.g. healthcare, education, etc.)</p> <p>10. Other (please specify)</p> <p>11. Don't know</p> <p>12. Prefer not to answer</p>	Household	Households interview
Top three most commonly reported priority needs, by % of HHs per type of priority need reported		What are the top three priority needs of your household?	<p>Select MULTIPLE: (up to 3)</p> <p>Shelter / housing</p> <p>Food</p> <p>Healthcare</p> <p>Seeds or other agricultural inputs</p> <p>Livelihoods support / employment</p> <p>Drinking water</p> <p>Hygiene NFIs (e.g. soap, sanitary pads) and sanitation services (e.g. latrines)</p>	Household	Households interview

			Need to repay debt Education for children under 18 Psychosocial support None Other		
	TBC - DURABLE SOLUTIONS	What do you think is the main area in which the UN should engage more in/continue to support?	Select ONE: None Support to participation in local and national elections Social cohesion initiatives (NEEDS DEFINITION/CLARIFICATION OF TERM) Provision of basic services such as WASH, Education, Health, Housing Support Nutrition and Food Security Programmes Support reproductive health and GBV Support to business creation and income generating activities Support to trainings and skill development programmes Facilitate access to cash and credit Facilitate access to legal counselling, courts, legal redress Enhanced rights protections and physical safety for marginalised and vulnerable groups	Household	Households interview

			Please mention any other		
	TBC - DURABLE SOLUTIONS	What do you think is the main area in which the UN should discontinue its support?	<p>Select ONE:</p> <p>None</p> <p>Support to participation in local and national elections</p> <p>Social cohesion initiatives (NEEDS DEFINITION/CLARIFICATION OF TERM)</p> <p>Provision of basic services such as WASH, Education, Health, Housing</p> <p>Support Nutrition and Food Security Programmes</p> <p>Support reproductive health and GBV</p> <p>Support to business creation and income generating activities</p> <p>Support to trainings and skill development programmes</p> <p>Facilitate access to cash and credit</p> <p>Facilitate access to legal counselling, courts, legal redress</p> <p>Enhanced rights protections and physical safety for marginalised and vulnerable groups</p> <p>Please mention any other</p>	Household	Households interview
Item Repository Check-list					

Item Repository Check-list	% Households reporting owning basic items reflecting over-all living standards	Does your household own the following items? Sleeping mats; Blankets for adults and/or children; Mosquito nets; Jerry cans or water tanks; Kitchen set (pots, pans, cutlery, kettle); Solar lamp or any internal source of lighting; Clothing articles (shirt, pants, dress, warm clothes, footwear); Toiletries (toothbrush, toothpaste, soap, shampoo); Menstrual materials and/or diapers; Cooking stove; Fuel & generator; Locks on doors; Phone and/or Radio; Cleaning equipment (broom, mop, bucket); Waste-bin; Household tools (hammer, nails, rope, etc.); School supplies & stationery; Children's toys; Furniture (bed, tables, chairs, stools); Storage space; Fan and/or air-conditioning; Refrigerator; Transport (car, motorbike, moped, bicycle)	Select ONE: Yes/No for each item	Household	Households interview
COVID					
COVID-19 Indicators	% of HHs by preferred source of information on COVID-19	Which source do you most trust to give you reliable information COVID-19? Do not read options to respondent, select all that apply	Select MULTIPLE: None Settlement leaders Religious leaders Health worker at health facility Traditional / local healer Not sure Other (specify)	Household	Households interview
	TBC	How would your household prefer to receive information on Covid-19?	Select MULTIPLE: Word of mouth (family, friends, neighbours, colleagues) SMS / messaging application (Whatsapp, Telegram, Signal etc) Social media (facebook, instagram etc)	Household	Households interview

			Internet sites Radio / television Newspapers settlement centre At religious centre (mosque) Door-to-door campaign Information campaign in public place Megaphone public announcements Posters Other (specify)		
	% of HHs reporting needing more information on COVID-19	Do you currently need more information about COVID-19?	Select ONE: Yes No Not sure	Household	Households interview
	% of HHs by type of information needed	If yes, what type of information do you need?	Select MULTIPLE: Causes Signs and symptoms Prevention measures Treatment options Consequences of having COVID-19 Other (specify) Not sure	Household	Households interview
	% of HHs adapting behaviours to try to prevent COVID-19 spreading	Since you heard about COVID-19, have you and your household members taken any action to prevent yourselves from getting COVID-19?	Select MULTIPLE: No, no action taken (cannot select with any other option) Not leaving the house at all Reducing movement outside the house Stopping handshakes or physical contact Keeping distance from people Avoiding public places and gatherings Avoiding public transport Wearing a face mask Wearing gloves	Household	Households interview

			Washing hands more regularly Keeping surfaces clean Praying to god Staying away from animals Other (specify) Not sure		
	% of HHs by reason for not taking action on COVID-19	If no, why have you not taken action to prevent yourselves from getting COVID-19? Select all that apply	Select MULTIPLE: COVID-19 is not prevalent in the area Not at high-risk of getting COVID-19 Don't mind getting COVID-19 Don't think it is possible to prevent COVID-19 Don't know how to prevent COVID-19 Lack of financial resources Preventative measures not practical Other people are already taking measures Not the household responsibility to prevent COVID-19 Other (specify) Not sure	Household	Households interview
	% of HHs able to correctly identify COVID-19 symptoms	What are the signs and symptoms of someone with COVID-19? Select all that apply, do not read options to respondent.	Select MULTIPLE: Fever Tiredness Coughing Sore throat Difficulty breathing Sneezing / runny nose Loss of taste / smell Headache Diarrhoea Rash Joint / muscle pain Vomiting Conjunctivitis (red eyes) Haemorrhage / bleeding	Household	Households interview

			Other (specify) Not sure		
	% of HHs by type of action taken if suffering from COVID-19	What would you do if you think you or someone in your household has COVID-19? Select all that apply, do not read options to respondent.	Select MULTIPLE: Nothing, continue daily life as normal Stay home and do nothing / take no medicine Stay home and self-medicate Call emergency services Call dedicated COVID-19 number Speak to a religious leader Speak to a settlement leader Go to a pharmacy Go to a doctor's office or health centre Go to a hospital Go to a traditional / local healer Other (specify) Not sure	Household	Households interview
Limitations to access for vulnerable groups					
		Have any of the following factors affected your ability or that of your household member to access services or products, or has it affected the way that people have treated you or your household members in the past year?	Select MULTIPLE: Age: Being elderly (60+) Age: Being young (30-) Disability: Person living with a disability Heritage: A member of a minority or marginalised community None Prefer not to answer	Household	Households interview
		If yes, please tell us which three areas of your life where how you or your	Select up to 3:	Household	Households interview

		family member have been treated or been able to access products and services has been most affected	Security Health Education Water Food Cash Work Access to remedies Other (specify)		
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