

Research Terms of Reference

Rapid Food Security Probing

AFG2308

Afghanistan

July 2023

v1

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Afghanistan				
Type of Emergency	<input checked="" type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict	<input type="checkbox"/> Other (<i>specify</i>)
Type of Crisis	<input checked="" type="checkbox"/>	Sudden onset	<input checked="" type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	World Food Programme (WFP)				
IMPACT Project Code	02 AZZ				
Overall Research Timeframe (<i>from research design to final outputs / M&E</i>)	25/06/2023 to 30/06/2024				
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Pilot/training: 06/08/2023		6. Preliminary presentation: NA		
	2. Start collect data: 07/08/2023		7. Outputs sent for validation: 14/08/2023		
	3. Data collected: 09/08/2023		8. Outputs shared: 15/08/2023		
	4. Data analysed: 10/08/2023		9. Final presentation: NA		
	5. Data sent for validation: 10/08/2023				
Number of assessments	<input type="checkbox"/>	Single assessment (one cycle)			
	<input checked="" type="checkbox"/>	Multi assessment (more than one cycle) <i>Monthly data collection (contingent on internal capacities)</i>			
Humanitarian milestones <i>Specify what will the assessment inform and when</i> <i>e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	Milestone		Deadline		
	<input checked="" type="checkbox"/>	Donor plan/strategy	Monthly		
	<input type="checkbox"/>	Inter-cluster plan/strategy	-- / / --		
	<input type="checkbox"/>	Cluster plan/strategy	-- / / --		
	<input type="checkbox"/>	NGO platform plan/strategy	-- / / --		
<input type="checkbox"/>	Other (Specify):	-- / / --			
	Audience type		Dissemination		

Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	<input type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]	<input type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) <input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting <input type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting) <input type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre) <input checked="" type="checkbox"/> Mailing of cleaned dataset and key analysis findings to donor
Detailed dissemination plan required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
General Objective	Identify the determinants, impacts and severity of the food security situation, through rapid small-scale data collection in districts of concern affected by shocks, in support of WFP's emergency and early warning analysis.	
Specific Objective(s)	<ol style="list-style-type: none"> 1. Inform on the (co-)occurrence of shocks and their severity in the assessed areas. 2. Provide contextual insights into the impacts of identified shocks on affected populations. 3. Assess the increased use of negative coping strategies and occurrence of famine-like situations in the assessed areas, such as cases of hunger-related deaths or extensive use of negative coping strategies. 4. Assess the impact of shocks on factors conducive to a degradation of food security outcomes (markets, health, nutrition). 	
Research Questions	<ol style="list-style-type: none"> 1. What recent shocks have affected the assessed areas and what is their severity? 2. What has been the impact of shocks on factors influencing food security outcomes, such as ability to access food and clean drinking water, to sustain livelihoods, to access basic services (including markets) and to travel? 3. Do the assessed areas present characteristics reminiscent of a famine-like situation, such as cases of hunger-related deaths or extensive use of negative coping strategies? 4. How have shocks affected market prices, demand for goods and market functionality? 5. How have shocks affected access to healthcare and the health situation? 6. How have shocks affected the functionality and programmatic outcomes of nutrition facilities? 	
Geographic Coverage	Changing from month to month depending on data collection capacity and number of areas of concern (from 3 to 10 districts for each data collection round)	
Secondary data sources	Monthly Food Security Real-time monitoring (WFP-Vulnerability Analysis Mapping) Humanitarian Situation Monitoring (REACH) Afghanistan Livelihood Zoning (FEWSNET) Whole of Afghanistan Assessment (REACH) Integrated Phase Classification (IPC) National SMART Survey (Nutrition Cluster) Health Resources and Services Availability Monitoring Systems (WHO) Mapping of Basic Service Units (REACH)	

Population(s) <i>Select all that apply</i>	<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 checked="" type="checkbox"/>	Refugees in camp	<input checked="" type="checkbox"/>	Refugees in informal sites		
	<input checked="" type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]		
	<input checked="" type="checkbox"/>	Host communities	<input type="checkbox"/>	[Other, Specify]		
Stratification <i>Select type(s) and enter number of strata</i>	<input type="checkbox"/>	Geographical #: NA Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Group #: NA Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	Key informant profile #: 3 Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Data collection tool(s)	<input checked="" type="checkbox"/>	Structured (Quantitative)	<input checked="" type="checkbox"/>	Mixed (Qualitative & Quantitative)		
		Sampling method		Data collection method		
Semi-structured data collection tool (s) # 1 <i>Select sampling and data collection method and specify target # interviews</i>	<input checked="" type="checkbox"/>	Purposive	<input type="checkbox"/>	Key informant interview (Target #): 2 per assessed district		
	<input type="checkbox"/>	Snowballing	<input type="checkbox"/>	Individual interview (Target #):_ _ _ _ _		
	<input type="checkbox"/>	[Other, Specify]	<input type="checkbox"/>	Focus group discussion (Target #):_ _ _ _ _		
			<input type="checkbox"/>	[Other, Specify] (Target #):_ _ _ _ _		
Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT	<input type="checkbox"/>	UNHCR		
	<input type="checkbox"/>	[Other, Specify]				
Expected output type(s)	<input type="checkbox"/>	Situation overview #: _ _	<input type="checkbox"/>	Report #: _ _	<input type="checkbox"/>	Profile #: _ _
	<input checked="" type="checkbox"/>	Presentation (Preliminary findings) #: on ad-hoc basis	<input type="checkbox"/>	Presentation (Final) #: _ _	<input type="checkbox"/>	Factsheet #: _ _
	<input checked="" type="checkbox"/>	Key findings write-up #: on ad-hoc basis	<input type="checkbox"/>	Webmap #: _ _	<input type="checkbox"/>	Map #: _ _
	<input checked="" type="checkbox"/>	Analysis Matrix #: 1 per data collection				
Access	<input type="checkbox"/>	Public (available on REACH resource center and other humanitarian platforms)				
	<input checked="" type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)				
Visibility <i>Specify which logos should be on outputs</i>	REACH					
	Donor: WFP					
	Coordination Framework: NA					
	Partners: WFP-VAM					

2. Rationale

2.1 Background

The compounding effects of chronic poverty, increasing climate shocks such as drought and flooding, and the recent economic crisis affecting Afghanistan have generated severe needs and vulnerabilities across the country. Despite the considerable scale-up in the provision of humanitarian assistance following the take-over by the new *de facto* authorities

(DfA) in August 2021, with over 26.1 million reached in 2022¹, the Afghan population is characterized by limited coping capacity in the face of shocks, barriers to accessing basic services, and poor food security outcomes. The Whole of Afghanistan Assessment (WoAA) 2022 observed a 17% decrease in income, primarily due to loss in employment opportunities and a deepening financial crisis.² In parallel, food prices have risen considerably; the average food basket cost has risen by 23% between September 2021 and 2022.³ Amidst this context, the year-on-year number of people in need (PiN) has increased to a record high of 28.3 million moving into 2023, with the largest sectoral PiN figure continuing to stem from the Food Security and Agriculture Cluster (21.2 million).⁴ With 35% of the population projected to be in IPC Phase 3+ in the second half of 2023 (projection for April – October 2023), food insecurity remains a central underlying vulnerability in Afghanistan.

Considering the magnitude and severity of humanitarian needs and in anticipation of decreased funding opportunities to meet those needs, it is critical that the humanitarian situation in Afghanistan is frequently monitored and that areas with the most severe needs are targeted with more precision. Where possible, risk factors for possible deterioration of humanitarian needs, and particularly food insecurity and related mortality, should be identified to support programmatic action, including adjustment to ongoing programming, prepositioning, and anticipatory action. Developing effective analytical tools for sub-national early warning and prioritization has never been more critical. The current and planned data landscape in Afghanistan provides a comprehensive overview of the evolving and likely deteriorating humanitarian conditions, including of food security outcomes, provided by both IMPACT Initiatives (IMPACT) through its REACH Initiative (REACH) and other established data actors, including WFP. More specifically, WFP's Vulnerability Analysis and Mapping (VAM) Unit has set up a monthly framework to monitor a wide variety of factors likely to contribute to a deterioration of food security needs at a district level, through the analysis of remote sensing and available secondary data.

2.2 Intended impact

REACH proposes to implement a monthly rapid data collection in identified hot spot districts to triangulate the findings of WFP's monthly food security real-time monitoring framework with field-based data. This activity would allow to confirm the occurrence of the identified shocks or to assess their impact on affected communities in order to inform evidence-based decision-making. In doing so, REACH will conduct remote data collection with a small number of key informants in selected districts of concern identified through WFP's monthly Food security monitoring analysis. The collected data will provide contextual information on recent shocks experienced in the assessed areas and on their impacts on affected communities, as well as identify warning signals of deteriorating food security and famine-like outcomes. Analysed results from the monthly data collections will be shared with WFP and will provide an evidence base to be discussed, along with other information sources, within WFP's internal coordination bodies in order to adopt the most appropriate course of action.

More specifically, results from the monthly data collection will be shared internally with WFP's Emergency Team and discussed, when relevant, within WFP's Early Warning Forum, which takes place on a monthly or ad-hoc basis. They will primarily serve to inform programmatic adjustments, including district-level allocations for unconditional food assistance. On an ad-hoc basis, results will also come to support internal advocacy and/or fundraising efforts, inform strategic decision making, and be shared with the broader response to support district prioritization efforts.

¹ OCHA, February 2023, [Afghanistan: Humanitarian Response Plan 2022 Response Overview \(1 January – 31 December 2022\)](#).

² Annual WoAA 2021 (October 2021) and 2022 (September 2022). Average income in AFN was found to be 7,795.90 in 2021, and 6,494.99 in 2022.

³ REACH and Cash and Voucher Working Group (CVWG), Joint Market Monitoring Initiative (JMIMI).

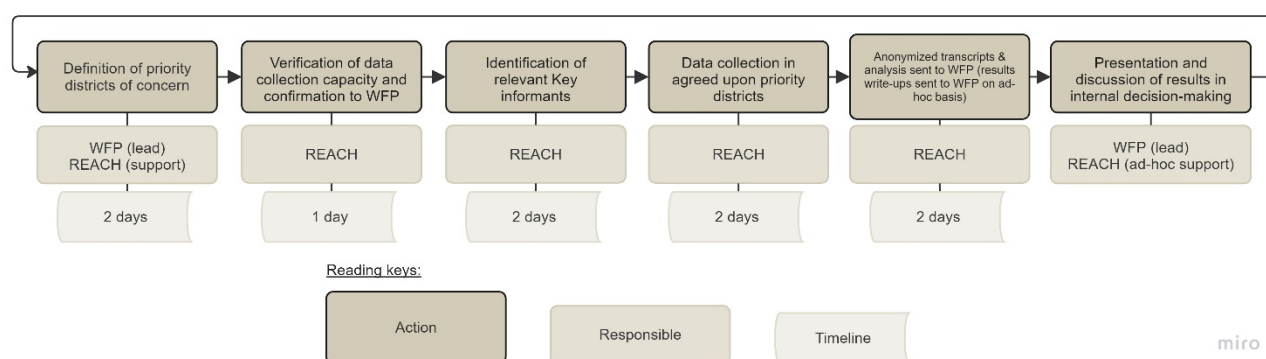
⁴ OCHA, February 2023, [Afghanistan: Humanitarian Response Plan 2022 Response Overview \(1 January – 31 December 2022\)](#).

3. Methodology

3.1 Methodology overview

Data collection will take place on a monthly basis in a selected number of districts that will have been agreed upon beforehand by WFP and REACH. The data collection methodology aims to balance out the need for the timely provision of information to support life-saving decision-making, and the quality of the collected data. A pilot data collection was conducted in February 2023 in five districts of Afghanistan's Ghor province and allowed to test the assessment methodology as well as the questionnaire. The methodology detailed below partially builds on lessons learned from this pilot data collection. The monthly data collection and analysis cycle will follow the steps outlined below:

Diagram 1. Main steps of the monthly data collection cycle



Key Definitions

Shocks: shocks are understood as mostly sudden events of exceptional intensity caused by geological, meteorological, epidemiological, or human factors. The characterization of shocks consists of a combined analysis of their occurrence or co-occurrence, and of their impact on affected populations.

Famine system: for the purposes of this research activity, a famine system is understood as a set of self-reinforcing dynamics leading to increased mortality⁵. More specifically, and given the shortcomings of conducting interviews with a small number of key informants providing only indicative results, the data collection will focus on: i) out of the norm shocks likely to lead to reduced resilience, including in vulnerable areas already exposed to shocks, ii) atypical behaviours likely to suggest the formation of a famine system (such as increased use and severity of coping strategies or exhaustion of coping capacities), and iii) outcomes that could be reminiscent of famine conditions (such as deaths caused by hunger, large scale population movements, or increased admissions and mortality in nutrition programs).

Coping strategies: in the context of food security analysis, coping strategies are understood as tactics used by households to diversify and expand access to various sources of food, income and other basic needs, for the purpose of coping with a specific stress. Coping strategies can be positive, neutral, or negative in terms of their impact on livelihood systems and individual well-being⁶. The proposed research focuses on negative coping strategies, which may incur adverse consequences on the livelihoods of the households resorting to them and erode their capacity to withstand future food insecurity.

Hunger-related deaths: in standard analyses of food security such as the Integrated Phase Classification, excess mortality is a key indicator used to declare a famine situation as it provides a measure of excess deaths which could be

⁵ Paul Howe, Famine systems: A new model for understanding the development of famines, World Development, Volume 105, 2018, Pages 144-155.

⁶ FEWSNET, [Scenario Development for Food Security Early Warning](#), January 2018.

attributed to a decreased quantity and nutritional quality of food intake, or increased prevalence and frequency of diseases⁷. Acknowledging the fact that assessing excess mortality relies on a thorough quantitative analysis involving verification and triangulation, and that such standards cannot be attained with a rapid KI data collection, this research does not aim to provide definitive statements on the existence of famine-incurred deaths. Rather, one of its objectives is to provide a first estimate of the occurrence of deaths that could be attributed to the consequences of hunger, as a way to assess particularly high levels of food insecurity that should lead to more in-depth assessments and triangulation with secondary data sources.⁸

3.2 Population of interest

On a monthly basis, WFP will lead on the definition of a list of provinces and/or districts likely to have experienced severe shocks or a degradation of food security outcomes and which should be prioritized for assessment. This list will be established on the basis of WFP's emergency programmatic needs and developments (for instance following a scale-down or suspension of emergency aid provision susceptible to have adverse impacts on the food security situation), findings from WFP's monthly food security real-time monitoring and on a review of contextual and policy changes.

If necessary, a definitive list of districts to assess will be established in consultation with REACH, based on the following criteria:

- Additional triangulation through a rapid analysis of past results from REACH's assessments, such as the Shocks Monitoring Index (under development), which aims to monitor the occurrence and severity of shocks across the country's districts, and the Humanitarian Situation Monitoring (HSM) assessment, which provides district-level indicative results on a variety of food security and multisectoral indicators.
- Response-wide information gaps related to recent shocks and food security data.
- Internal discussions with REACH's Operations Team, in order to gain additional contextual knowledge, confirm human resources capacities and ability to conduct data collection.

Prior to data collection, secondary sources, and notably information on the assessed districts' livelihood zoning characteristics, will be collated to obtain an overview of the baseline food security conditions and contributing factors within the population of interest.

In the medium-term and contingent on capacities, to strengthen the accuracy and relevance of the district selection process, a set of context-specific triggers guiding the identification of districts to assess and stemming from REACH's real-time monitoring frameworks (such as the Needs Monitoring Framework and the Shocks Monitoring Index) will be discussed and agreed upon by REACH and WFP.

3.3 Secondary data review

Prior to and after data collection, the following secondary data sources will be used, depending on their availability, to inform the selection of assessed districts and the identification of KIs, as well as to provide an overview of the "baseline" situation before the assessment takes place.

⁷ IPC Global Partners, [Integrated Food Security Phase Classification Technical Manual Version 3.1. Evidence and Standards for Better Food Security and Nutrition Decisions](#), 2021

⁸ Taking in consideration the psychological risks associated with collecting data on hunger-related deaths, the data collection tool has been designed to minimize the risk of inducing re-traumatization in key informants.

Table 1. Secondary data review

Source name	Source information	Intended use
Monthly Food Security Real-time Monitoring	District-level	Identification of priority areas to assess Contextualization of findings
Humanitarian Situation Monitoring	Indicative, district-level	Identification of priority areas to assess Triangulation of findings
Afghanistan Livelihood Zoning	District-level	Contextualization of findings
Whole of Afghanistan Assessment	Representative, province level	Contextualization of findings
Integrated Phase Classification	Province-level	Contextualization of findings
National SMART Survey	Representative, province level	Contextualization of findings
Health Resources and Services Availability Monitoring Systems	NA	Support to data collection Contextualization of results
Basic Service Unit (BSU) Mapping	District-level	Identification of most severely affected areas at a sub-district level
Health and Nutrition Facilities Program Data on malnutrition screening and disease outbreaks	District-level, sub-district level (if available)	Identification of priority areas to assess Triangulation of findings

3.4 Primary Data Collection

Data collection will tentatively be conducted during the third week of each month, to match WFP's internal analysis timelines – although this rhythm is susceptible to be modified depending on changes to WFP's timelines or in case of a sudden onset shock. Data will be collected by REACH Senior Field Officers (SFOs) over the course of 4 days, broken down between the two following steps:

Key informant identification (2 days)

Prior to conducting data collection, REACH SFOs will identify key informants to conduct data collection with. Given the limited number of interviews conducted in each assessed district, identification of adequate key informants will be crucial to ensure the quality and reliability of the collected data. Key informant selection will be conducted according to the following criteria:

- i) Geographic knowledge: as key informants will be interviewed on the situation of a whole district, they should have knowledge on the situation of a large number of settlements within the assessed districts. During data collection, the extent of their geographic knowledge will be assessed through a dedicated question, which will serve as a proxy indicator of the reliability of findings.
- ii) Recall period: as the food security probing tool aims to assess the most recent contextual changes in shocks and their impact on needs, key informants should have up-to-date knowledge (not more than one month) on the settlements of the district they are reporting on.
- iii) Occupation: the assessment will focus on three types of KIs, who are considered more likely to be knowledgeable about the food security situation of settlements in the assessed districts: i) merchants, traders or representatives of food producer cooperatives ; ii) health practitioners; iii) nutrition practitioners.
- iv) Inclusion of women: in order to capture women's perspectives, specific attention will be paid to the inclusion of women key informants, depending on their availability and on feedback from the REACH Operations team on feasibility and appropriateness of data collection with women.

The target of the KI identification phase is to identify a minimum of two KIs (one merchant and one health or nutrition practitioner) per assessed district. However, this target can be adapted depending on specific information needs and on the scope of the monthly data collection. During the KI identification phase, a matrix dedicated to monitoring the above-mentioned criteria will be filled daily by SFOs.

Over time, dedicated capacity will be devoted to the development a nation-wide roster of relevant KIs, in an effort to quicken the KI identification phase. Once this roster is set up, the KI identification will consist in confirming that each pre-identified KI possesses updated knowledge on the situation and is available for an interview in the coming days. The establishment of the nation-wide roster will take place starting in September 2023, building upon past monthly data collections and focusing in priority on areas that have been identified as particularly susceptible to shocks.

Primary data collection (2 days):

Data collection will directly follow the identification of KIs. The food security probing tool will be digitized and deployed using the Open Data Kit (Kobo Toolbox) in English, Pashto, and Dari, allowing constrained and efficient data collection using smartphones in the field, where possible. In order to ensure the translation's consistency, the tool will then be translated back into English from Pashto and Dari. The translation will be checked against the original English tool and inconsistencies will be followed-up on. The data collection tool, adapted from the Excel matrix used for the pilot data collection in Ghor province, will consist of a mix of quantitative questions (corresponding to "select one" or "select multiple" question types), and qualitative-oriented, open ended probing questions (corresponding to the "text" question type).

Data will be collected remotely through phone interviews by REACH SFOs. When possible, SFOs will be collecting data in the provinces which fall under their geographic scope of responsibility. As much as possible, data entry will be done on a computer through the Kobo online platform, rather than on a phone or tablet, in order to facilitate text entry for the qualitative-oriented questions and ensure that KIs' responses are exhaustively transcribed.

Prior to the first data collection, all REACH SFOs will receive a training on research objectives, methodology and data collection tool. Prior to each data collection cycle, refresher trainings will be conducted with SFOs responsible for data collection. Considering the sensitive topics covered by the data collection tools, a refresher on data collection ethics and core principles of psychological first aid will also be provided to SFOs conducting data collection.

As a measure to ensure the quality of the collected data, after each interview the SFO conducting the interview will be asked to answer a set of debrief questions, which will be included at the end of the data collection tool.

In order to ensure the continued improvement of data collection quality, a lessons-learned exercise will be conducted after the first data collection round. Following that, additional lessons learned exercises will take place every 3 data collection rounds. The assessment's methodology and data analysis plan will also be further reviewed and eventually adapted in light of results from a planned qualitative assessment on drivers and outcomes of food insecurity in Afghanistan (planned for Q4 2023).

3.5 Data Processing & Analysis

Data cleaning will be conducted following preidentified checks and in line with IMPACT Initiatives' [Data Cleaning Minimum Standards Checklist](#). Inconsistencies in interviews and clarifications on qualitative data entry will be flagged to SFOs, who will conduct the follow-up with KIs when necessary. Considering the small number of interviews that will be conducted for each data collection round, this process will be executed manually through Excel.

Considering the blend of quantitative and open-ended questions included in the data collection tool, the following two-pronged data analysis process will be piloted during the first monthly data collection round, before being reviewed and adapted for subsequent data collection rounds as necessary⁹:

- i) For quantitative questions, a count of answers will be provided, and disaggregated by district.
- ii) For qualitative, open-ended questions, answers will be inserted and analysed in a dedicated Data Saturation and Analysis Grid (DSAG). In line with IMPACT Initiatives' [Qualitative Analysis Minimum Standards Checklist](#), the DSAG will be sent to IMPACT HQ along with enumerator debriefs and a method report. Over time and contingent on capacity, a dedicated Nvivo script will be developed to automatize the analysis of qualitative data and identify trends and recurring themes.

After the analysis stage, a formatted dataset consisting of anonymized interview transcripts translated into English, of the quantitative analysis results and of the DSAG for open-ended questions will be shared with WFP. Additional information on key findings or a more detailed results write-up will be provided on an ad-hoc basis at WFP's demand.

4. Key ethical considerations and related risks

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

<i>The proposed research design...</i>	Yes/ No	<i>Details if no (including mitigation)</i>
... Has been coordinated with relevant stakeholders to avoid unnecessary duplication of data collection efforts?	Yes	
... Respects respondents, their rights and dignity (<i>specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided</i>)?	Yes	
... Does not expose data collectors to any risks as a direct result of participation in data collection?	Yes	
... Does not expose respondents / their communities to any risks as a direct result of participation in data collection?	Yes	
... Does not involve collecting information on specific topics which may be stressful and/ or re-traumatizing for research participants (both respondents and data collectors)?	Yes	
... Does not involve data collection with minors i.e. anyone less than 18 years old?	Yes	
... Does not involve data collection with other vulnerable groups e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	Yes	
... Follows IMPACT SOPs for management of personally identifiable information ?	Yes	

⁹ Any adaptations to the tool will lead to an update of the research Terms of Reference

5. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Assessment Specialist (AS)	AS	WFP; Deputy Country Coordinator (DCC) ; HQ RDDU	Country Coordinator (CC)
Supervising data collection	Program Manager (PM); Senior Field Officers (SFOs)	PM	Assessment Officer (AO)	WFP; SAO
Data processing (checking, cleaning)	AO Database Officer (DBO)	AO	HQ RDDU; AS	WFP; DCC
Data analysis	DBO AO	AO	HQ RDDU AS	WFP;
Output production	AO	AS	HQ RRU WFP	WFP
Dissemination	AO AS	AS	DCC WFP	CC
Monitoring & Evaluation	AO AS	AS	DCC	CC
Lessons learned	AO PM SFOs DBO	AO	AS	DCC

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

NB: Only one person can be Accountable; the only scenario when the same person is listed twice for a task is when the same person is both Responsible and Accountable.

5. Data Analysis Plan

The data analysis plan is available [here](#).

6. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	x No
		# of downloads of x product from Relief Web	Country request to HQ		x No
		# of downloads of x product from Country level platforms	Country team		x No
	Number of individuals accessing IMPACT services/products	# of page clicks on x product from REACH global newsletter	Country request to HQ		x No
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		x No
		# of visits to x webmap/x dashboard	Country request to HQ		x No
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	<i>WFP Early Warning Meeting notes & recommendations, internal advocacy documents [contingent on access to the documents]</i>
		# references in single agency documents			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback and Usage_Survey template	<i>Regular lessons learned exercises to be conducted with inputs from mandating partner (WFP-VAM)</i>
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			

Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	x Yes
		# of organisations/clusters inputting in research design and joint analysis			x Yes
		# of organisations/clusters attending briefings on findings;			x Yes