Research Terms of Reference

Multi-Sector Needs Assessment (MSNA) – Northwest of Nigeria
NGA2105
Nigeria

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Nigeria (Northwest)					
Type of Emergency	X	Natural disaster	X	Conflict	□	Other *(specify)*
Type of Crisis	□	Sudden onset	X	Slow onset	□	Protracted
Mandating Body/ Agency	*ECHO*					
IMPACT Project Code	*35ANW*					
Overall Research Timeframe *(from research design to final outputs / M&E)*	01/11/2021 to 15/08/2022					

Research Timeframe	1. Pilot/ training: 25/02/2022	6. Preliminary presentation: TBD (tentatively 30/06/2022)
	2. Start collect data: 07/03/2022	7. Outputs sent for validation: 18/07/2022
	3. Data collected: 14/05/2022	8. Outputs published: 12/08/2022
	4. Data analysed: 18/06/2022	9. Final presentation: TBD
	5. Data sent for validation: 19/06/2022	

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

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

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

		□ [Other, Specify]		
Detailed dissemination plan required	□	Yes	X	No

General Objective	*To inform humanitarian coordination structure and donors on the main humanitarian needs faced by internally displaced people (IDPs) and non-displaced population in three states of the Northwest of Nigeria (Katsina, Sokoto, and Zamfara) under increasing regional security concerns and displacement compounded with longstanding humanitarian and development needs*
Specific Objective(s)	1. *To understand the dynamics of population movement and population profile* 2. *To explore the core humanitarian needs* 3. *To identify the appropraite types of assistance needed*
Research Questions	*RQ1 - What is the demographic profile and movement dynamics?* *RQ2- What are the current priority needs, with regard to shelter, WASH, food, health, education and protection sectors? (What is driving these needs at the time of the data collection? How do they vary based on the HH displacement status? What are the key vulnerability criteria that compound the humanitarian needs?)* *RQ3 - What assistance has been provided and to what extent has this been in line with the needs of the population?*
Geographic Coverage	*Katsina, Sokoto, and Zamfara states of Nigeria*
Secondary data sources	Needs overviews, conflict analysis, analysis of links between climate change and banditism from the following sources: Search for Common Ground; Solidarités International; Chitra Nagajaran; International Crisis Group; Goodluck Jonathan Foundation; USAID; European Union Institute for Security Studies; REACH; OECD; IGARAPÉ INSTITUTE; Christian Aid; ECID; WFP; IOM; UNHCR; UN OCHA

Population(s)	□	IDPs in camp	□	IDPs in informal sites
	X	IDPs in host communities	□	IDPs [Other, Specify]
	□	Refugees in camp	□	Refugees in informal sites
	□	Refugees in host communities	□	Refugees [Other, Specify]
	X	Host communities	□	[Other, Specify]

Stratification	X	Geographical #:3 Population size per strata is known? X Yes □ No	X	Group #: 2 Population size per strata is known? X Yes □ No	□	*[Other Specify]* #: _ _ Population size per strata is known? □ Yes □ No

Data collection tool(s)	X	Structured (Quantitative)	□	Semi-structured (Qualitative)
	Sampling method		**Data collection method**	
Structured data collection tool # 1a	□ Purposive □ Probability / Simple random		□ Key informant interview (Target #):_ _ _ _ _ □ Group discussion (Target #):_ _ _ _ _	

Non-displaced population (host communities and returnees)	□ Probability / Stratified simple random □ Probability / Cluster sampling X Probability / Stratified cluster sampling □ [Other, Specify]	X Household interview (Target #): 7015 □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Structured data collection tool # 1b *IDPs*	□ Purposive □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling X Probability / Stratified cluster sampling □ [Other, Specify]	□ Key informant interview (Target #):_ _ _ _ _ □ Group discussion (Target #):_ _ _ _ _ X Household interview (Target #): 305 □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Structured data collection tool # 2[1] *Non-displaced population (host communities and returnees)*	X Purposive □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling □ [Other, Specify]	□ Key informant interview (Target #):_ _ _ _ _ □ Group discussion (Target #):_ _ _ _ _ X Household interview (Target #): 450 □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Target level of precision if probability sampling	92% level of confidence	10% margin of error

Data management platform(s)	X	IMPACT
	□	[Other, Specify]

Expected ouput type(s)	□	Situation overview #: _ _		□	UNHCR		
	□	Presentation (Preliminary findings) #: _ _					
	□	Interactive dashboard #:_	X	Report #: _ _		□	Profile #: _ _
	□	[Other, Specify] #: _ _	X	Presentation (Final) #: _ _		X	Factsheet #: _ _

Access	X	Public (available on REACH resource center and other humanitarian platforms)	□	Webmap #: _ _	□	Map #: _ _
	□	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)				

Visibility	*REACH*
	Donor: ECHO
	Coordination Framework: Northwest Coordination Forum
	Partners: *Save the Children, Action Against Hunger, Pastoral Resolve (PARE) PLAN International (TBC), Première Urgence Internationale (PUI)*

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[1] The quota sampling will be applied only as a mitigation measure in case some of the settlements will be inaccessible due to security reasons and the buffer of surveys that allowed to redistribute the number of surveys within accessible clusters is exhausted.

2. Rationale

2.1 Background

Nigeria's Northwest, one of the country's six geopolitical zones, with over 40 million people, comprises seven of the country's 36 states. These are Jigawa, Kaduna, Kano, Katsina, Kebbi, Sokoto and Zamfara. Most of the population, about 80 per cent, are farmers, pastoralists, or agro-pastoralists.[2]

For the last decade, and particularly since 2014, the 7 states that comprise the Northwest region of Nigeria have experienced deadly inter-communal conflict and organized crime resulting in the displacement of more than 200,000 people, and the death and disappearance of thousands more. Additionally, the ongoing conflict has accelerated poverty, while millions are believed to lack access to health care, clean water, and childhood immunizations.[3]

Underlying the region's accelerating insecurity and extreme poverty is the desertification of land brought on by climate change, which has left millions of pastoralists and farmers without their principal source of livelihood. Compounding the displacement crisis is recent flooding, which since August 2020 has destroyed tens of thousands of homes, and hundreds of thousands of hectares of crops.[4]

Historically, three States in the Northwest of Nigeria – Katsina, Sokoto, and Zamfara – are closely related to each other and suffer to the same extent from the banditry and terrorism. Until 1996, Zamfara was part of Sokoto region, and the socio-economic ties between the two of remain strong. Struggle for control of natural resources, including mines, water resources and pasture pitting between herders and farmers metamorphosed into communal clashes, conflict, banditry, and criminality causing forced displacement into rural areas of Northwest of Nigeria mainly in Zamfara, Katsina and Sokoto states, has led to an estimated 8,000 fatalities, 70,000 Nigerian refugees have crossed into Niger Republic, scattered in about 20 villages in Maradi region and there are 186,820 in the 3 affected states (as per 2021 data).[5]

While solving such a complex humanitarian situation, little attempt was taken to assess the humanitarian needs in the area at the state level. Existing studies are limited to examine the phenomena of conflict and banditry, influence of climate change on the humanitarian situation, and (multi-) sectoral needs assessments in specific regions. Therefore, unlike in the Northeast of Nigeria, no attempt has been made to conduct a full-scale Multi-Sector Needs Assessment that covers three States at once. The findings of the existing assessments have either a limited geographic scope or mixed methods of data collection, which does not allow generating representative findings.

2.2 Intended impact

Northwest of Nigeria is not covered by the Humanitarian Project Cycle framework; however, this is not to say that there is no Humanitarian Coordination System. UNICEF in co-leadership with INGO Forum conduct monthly coordination meetings and provide coordination services ad-hoc. The current assessment will contribute by (1) Bringing about positive change in the day-to-day lives of the population of interest (2) Improving understanding of the current situation to inform ongoing or planned humanitarian interventions (3) Improving understanding of the current situation to inform strategic decision-making processes, including funding allocations

3. Methodology

3.1 Methodology overview

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[2] Humanitarian Needs Overview, Nigeria, 2022
[3] REACH Northwest Rapid Needs Assessment, November 2020
[4] Ibid.
[5] Nigeria: Protection Monitoring Report - Katsina, Sokoto and Zamfara 3 - 15 January 2021

For this MSNA, due to accessibility issues as well as volatile security situation in general several methods of data collection will be combined. The goal of the research is to provide representative data for the non-displaced/host population on the level of local government areas of Nigeria (LGAs, admin 2 level of administrative division), while the data for the IDPs will be representative on the state level (admin 1). For the LGAs with accessible settlements, the sample size is defined based on the two-stage cluster sampling with settlements (admin 4) being a primary sampling unit. The settlements were selected based on probability proportional to size, which means that those settlements with higher population numbers have higher probability of selection. The settlements were selected with some buffer of possible replacement. In case some when both primarily selected and replacement locations are inaccessible within an LGA, the REACH team will switch to a purposive sampling using the remote data collection. This will make findings indicative for some LGAs. For the IDPs, the same two-stage cluster methodology was applied to define the number of surveys, but the findings will be representative on the state level. The probability proportional method in this case was applied firstly on LGA level based on the number of IDPs and then on the settlement level.

Several teams of enumerators will be hired for this data collection. While REACH will hire its own enumerators to cover the areas accessible, some other partners will cover the rest of the areas. Only those locations that are not accessible neither to REACH nor to partners, will be covered using the remote means.

Target Population Groups	i) non-displaced populations in three states ii) IDPs residing in three states during the time of data collection

Sampling Approach	Two-stage cluster sampling:
	    a) On the state level for the IDP households
	    b) On the LGA level for non-displaced.
	
	Quota sampling is applied only for the remote surveys in case the locations are inaccessible due to security reasons.

3.2 Population of interest

The findings of the study will be stratified between two main population groups:

- IDPs that reside in the Northwest of Nigeria during the time of the data collection; this group includes both those that reside with the hosting HHs as well as those who reside in the collective sites;
- Non-displaced population that includes also hosting communities.

For these population groups, the stratification is possible due to available population data; two main data sources were used – GRID3 data (Nigerian governmental project, The Geo-Referenced Infrastructure and Demographic Data for Development)[6] and IOM DTM's data.

Within the non-displaced population, there is a chance of surveying returnees, as this population group is also present in the Northwest. However, there is no data on how many returnees there are, which would have made the stratification by this population group possible.

The unit of measurement is a household. For the phone surveys, the respondents will also reply on behalf of the household they are representing.

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[6] https://grid3.gov.ng/dataset/national-population-estimates/resources

3.3 Secondary data review

The sources can be generally divided into the following categories: those that give context overview and introduce the main terms used in the context, needs analyses, and conflict analyses. These sources help to identify the data gaps and will help analyzing further findings.

Author	Source name	Year	State covered	Topics covered
Search for common ground	Zamfara Conflict-Analysis and Multisectoral Need Assessment (MSNA)[7]	2019	Zamfara	Conflict analysis; Humanitarian needs (priority humanitarian needs, access to services, child protection, food security & livelihoods, health, WASH)
Solidarités International	North West Nigeria - Zamfara Multi sectoral assessment report[8]	2020	Zamfara	Demography; Security and access; Shelter; Access to water; Access to sanitation; Health and hygiene; Solid waste management; Food security; Market assessment; Stakeholder and gap analysis
Chitra Nagajaran	Analysis of Violence and Insecurity in Zamfara	2020	Zamfara	Causes of violence and insecurity, impact, gender dynamics; factors for peace and security
International Crisis Group	Violence in Nigeria's North West: Rolling Back the Mayhem	2020	Sokoto; Zamfara; Kaduna; Katsina; Niger; Abuja	Violence cusues and roots, impact & recommendations
Goodluck Jonathan Foundation	Terrorism and banditry in Nigeria: the nexus	2021	Kaduna; Katsina; Niger; Zamfara	Discussion on the definitions of banditism and terrorism. Geopolitical influence on these concepts in Nigeria
USAID	Political economy analysis[9]	2021	Sokoto	The primary goal of this political economy assessment (PEA) is to inform the work of the S2S activities in Sokoto State, as part of parallel and convergent PEA processes conducted in all states.
USAID	Conflict assessment framework Sokoto state[10]	2021	Sokoto	Conflict affecting the economy and individual resilience
European Union Institute for Security Studies	Sahel climate conflicts? When (fighting) climate change fuels terrorism	2020	NA	Mistakes in addressing conflict and climat change

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[7] Not published online

[8] Ibid.

[9] Not available publicly, integrated into https://pdf.usaid.gov/pdf_docs/PA00XWXT.pdf

[10] Not available publicly, integrated into https://pdf.usaid.gov/pdf_docs/PA00XWXT.pdf

REACH	[Northwest rapid needs assessment](#)	2020	Katsina; Sokoto; Zamfara	Rapid MSNA
OECD	[Conflict over Resources and Terrorism: Two Facets of Insecurity](#)	2013	Sokoto, Borno	Environmental and security parameters; Land conflicts; Agro-pastoral tensions
IGARAPÉ INSTITUTE	[Climate change and security in West Africa](#)	2021	Zamfara; Adamawa; Benue; Kaduna	Climate change and security relationships; Coastal threats in West Africa; Transhumance dynamics' Impacts of water fluctuation in the lake Chad basin
Christian Aid	[Religion and Time of Marriage. The Role of Faith Leaders in Advancing the Cause of Adolescent Girls in Kaduna State](#)	2018	Kaduna	Early marriages; Faith leaders and governmental actors in changing policies towards addressing adolescent girls' time of marriage
ECID	[Access improvement to basic service delivery through voice for the most marginalised groups in Anambra and Kaduna states, Nigeria](#)	2021	Anambra; Kaduna	Access to basic services of marginalized population groups
Search for Common Ground	Conflict Assessment for Regenerative Earthworks and Vegetation for Vibrant Ecosystems (REVIVE) In Katsina State[11]	2021	Katsina	Mini-MSNA
WFP	[Essential Needs and Nutrition Analysis – Northwest Nigeria (Zamfara, Sokoto, Katsina)](#)	2021	Katsina; Sokoto; Zamfara	Food security and nutrition
IOM	[Displacement Tracking Matrix (DTM). North-Central and North-West Zones. Displacement Report 8](#)	2021	Katsina; Sokoto; Zamfara	Data on IDP population; humanitarian needs
UNHCR	[Protection monitoring report. Katsina, Sokoto and Zamfara, 3-15 January 2021](#)	2021	Katsina; Sokoto; Zamfara	Protection monitoring
UN OCHA	[Humanitarian Needs Overview 2022](#)	2022	Borno; Adamawa; Yobe; Katsina; Sokoto; Zamfara	Secondary data review on humanitarian needs in the North-west

3.4 Primary Data Collection

The following data is available for defining the sampling strategy for each population group:

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[11] Not published online

a) GRID3 Nigerian Population Estimates data on the general population in Nigeria, with granularity until admin 4 (settlements). The data was last updated on February 2021. The data retrieved from the GRID3 was further disaggregated using zonal statistics in order to cross-check the names of administrative units and to get the definitive list of settlements.

b) IOM DTM data on displaced population. The most recent round of update used for this research is dated by end of July 2021.

The two-stage cluster methodology was selected for both population groups due to the fact that there is no complete list available of all the HHs within the three states covered by this assessment, while the complete of settlements including villages is available. During the first stage a random selection of settlements was done, while on the second stage there was random distribution of surveys. While the data for the non-displaced population will be representative on the LGA level, the data for the IDPs will be representative on state level. Due to the probility selection of settelements, some of the LGAs in the second case can be missed. The minimum number of surveys per cluster is five. To access the full sampling frame, please refer to the Annex 1.

The total sample size is 7,015 surveys for the non-displaced HHs and 305 for IDPs to get representative data within 92% of confidence level and 10% of margin of error, which is applied at both levels (LGAs for non-displaced and state for IDPs). For the non-displaced population, the buffer of 10% is added to the total number of interviews to be collected within each stratum in case of non-responses or interviews that need to be removed from the database during cleaning. For the IDPs, the buffer size is 10% as well. In case some of the locations are not accessible, there is a list of locations that can be used as replacement; the total amount of surveys in the reserve list is 3,305 surveys. Should there be need for the replacement, the total target of surveys will be recalculated. For the face-to-face data collection, using the GRID3 data, a computerised random selection with R/ArcGIS will be done to identify the addresses to collect the interviews. Enumerators will be given a smartphone with downloaded map layer for Maps.Me application, that will show the GPS points of their settlements. Once the enumerators exhaust the number of surveys per settlement, they will to the next one.

State	Total target sampling	Target for non-displaced	Target for IDPs	Number of clusters
Katsina	3,510	3410	100	583
Sokoto	2,380	2280	100	386
Zamfara	1,430	1325	105	241
Total	**7,320**	7015	305	**1210**

For the remote surveys, the quota approach is applied given the volatile security situation and inputs from the field team. Based on the community engagement process, the field officers are collecting phone numbers for the settlements that are considered non-accessible at the time of preparing this TOR. Due to the total known population size of these inaccessible villages as well potential respondents' knowledge of REACH programmes, the quota size of 150 surveys is assigned to each state to cover the surveys in the inaccessible areas. These surveys will be further distributed between the number of settlements that are actually inaccessible during the time of data collection. This will provide indicative data.

Briefing/debriefing of enumerators

Enumerators will be trained prior to data collection in the use of KOBO and the overall questionnaire as well as interviewing techniques and issues of protection of vulnerable populations. Trainings on Protection from Sexual Exploitation and Abuse (PSEA) and Accountability to Affected Populations (AAP) will be conducted separately. In terms of COVID-19 measures,

IMPACT's SOPs on Data Collection during COVID-19[12] will be observed. Enumerators will receive the set of personal protection accessories for personal use to ensure the basic protection. Enumerators will be asked to adhere to strict health and hygiene protocols to reduce the likelihood of transmission between staff members travelling to the field and to survey respondents. To reassure residents in remote settlements, information leaflets handed out by enumerators will include reference to the measures taken by REACH to reduce risk of transmission. Similarly, to allay any concerns, on arriving in remote settlement, the REACH team leader will seek to brief local authorities on REACH and the assessment, and seek permission to post the information leaflet in a prominent public space (such as a community notice board). Enumerators will be required to monitor their health and wellbeing at the start of each days and report any interactions with members of the public who appear unwell. During data collection each enumerator will be monitored by a Team leader or Assessment Officer to ensure their adherence to IMPACT/REACH data collection standards. After monitoring a monitoring report will be filled through KOBO tool. Enumerators will have a special field in the KOBO tool for any feedback about the visited area/settlement, the questionnaire, a respondent and general information\impression about the survey.

3.5 Data Processing & Analysis

Secondary data will be analysed by REACH staff prior to conducting primary data collection to identify gaps and needs for the primary assessment. This gap analysis will include analysis of the comparability of data collected by the various humanitarian actors, including REACH data. Primary data will be analysed by REACH staff will be analysed using R and Microsoft Excel software to produce Trend Analysis report. Unit of analysis will be a household, and the findings will be weighted according to the population size that fall in each particular stratum. Based on needs of partners data can be aggregated to the LGA (admin level 2) and/or state levels (admin level 1). Primary data will be entered into Excel instantaneously from Kobo. During primary data collection, the REACH Database Officer will review data daily to ensure collection methodology is being followed by enumerators and investigate any extreme outliers or other problematic data, including ensuring random sampling is being carried out in accordance with the sampling plan. The Database Officer will keep a log of any changes, including cleaning of data, aligning to the IMPACT Data Cleaning Minimum Standards Checklist. Cleaning of data will include conducting cross checks during data collection to ensure logical coherence and avoid errors, checking metadata is fully completed, "other" responses are recoded accordingly, and all personalised data is removed from the dataset.

4. Key ethical considerations and related risks

The proposed research design…	Yes/ No	Details if no (including mitigation)
… Has been coordinated with relevant stakeholders to **avoid unnecessary duplication** of data collection efforts?	Yes	
… **Respects respondents, their rights and dignity** (*specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided*)?	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?	No	Personal information (name and GPS coordinates) will be collected at the interview for building trust/better communication during the interview and in case of a need to clarify any

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[12] https://www.impact-repository.org/wp-content/uploads/2020/05/IMPACT_COVID-Data-Collection-SOPs_FINAL_TO-SHARE.pdf

		data/response after the interview during cleaning (phone number). To mitigate the risk of exposure of personally identifiable data IMPACT SOPs for management of such information are followed, as well as an option to refuse to provide this information is given together with asked consent with details on how the data will be used and stored.
… Does not involve **collecting information on specific topics which may be stressful and/ or re-traumatising** for research participants (both respondents and data collectors)?	No	Includes questions on vulnerability, chronic illnesses, and effects of stress/shock events on a HH, any of which can be sensitive for a respondent. Risk is mitigated by careful phrasing of the questions and adding an option to refuse to answer.
… 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.?	No	Due to the random selection of respondents, representatives of vulnerable groups can be selected for interview as well (not purposefully). For this case options to refuse from answer to the questions are added throughout the questionnaire
… Follows IMPACT SOPs for management of **personally identifiable information**?	Yes	

5. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	*Assessment Officer*	*Senior Assessment Officer*	*Research Manager*	*RDDU*
Supervising data collection	*Field Manager*	*Field Manager*	*Research Manager*	*RDDU*
Data processing (checking, cleaning)	*DB Officer*	*Senior Assessment Officer*	*Research Manager*	*HQ Program*
Data analysis	*Assessment Officer*	*Senior Assessment Officer*	*Research Manager*	*HQ Program*

Output production	*Assessment Officer*	*Senior Assessment Officer*	*Research Manager*	*RRU; HQ Program*
Dissemination	*Assessment Officer*	*Senior Assessment Officer*	*Research Manager*	*HQ Comms; Northwest Coordination Forum; NGOs*
Monitoring & Evaluation	*Assessment Officer*	*Senior Assessment Officer*	*Research Manager*	*HQ Comms, RRU*
Lessons learned	*Assessment Officer*	*Senior Assessment Officer*	*Research Manager*	*HQ Program*

6. Data Analysis Plan

The full Data Analysis Plan is available via this link.

7. Data Management Plan

Administrative Data		
Research Cycle name	*NGA2105*	
Project Code	*35ANW*	
Donor	*ECHO*	
Project partners	*PUI, Save the Children, Action Against Hunger, COOPI, PLAN International, Christian Aid*	
Research Contacts	*Marouan Fatti* *Yurii Arnautov* *Zoe Lin*	
Data Management Plan Version	*Date: 28.02.2022*	*Version: 1.0*
Related Policies	*NA*	

Documentation and Metadata				
What documentation and metadata will accompany the data? *Select all that apply*	X	Data analysis plan	X	Data Cleaning Log, including: X Deletion Log X Value Change Log
	□	Code book	□	Data Dictionary
	□	Metadata based on HDX Standards	□	[Other, Specify]

Ethics and Legal Compliance				
Which ethical and legal measures will be taken?	□	Consent of participants to participate	□	Consent of participants to share personal information with other agencies
	X	No collection of personally identifiable data will take place	□	Gender, child protection and other protection issues are taken into account
	□	All participants reached age of majority		[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	*REACH*			

Storage and Backup				
Where will data be stored and backed up during the research?	X	IMPACT/REACH Kobo Server	□	Other Kobo Server: *[specify]*
	□	IMPACT Global Physical / Cloud Server	□	Country/Internal Server
	X	On devices held by REACH staff	□	Physical location *[specify]*
	□	[Other, Specify]		
Which data access and security measures have been taken?	□	Password protection on devices/servers	X	Data access is limited to *[specify, e.g. REACH staff]*
	□	Form and data encryption on data collection server	X	Partners signed an MoU if accessing raw data
	□	[Other, Specify]		

Kobo Access Rights		
Kobo Access	Person	Account Name
View Form	Sughnen Wanshe	nwmsna

	Moses Michael Zoe Lin Yurii Arnautov Marouan Fatti	moscoo zoe_lin yurii_arn kobomoo
View and Edit Form	Sughnen Wanshe Moses Michael Zoe Lin Yurii Arnautov	nwmsna moscoo zoe_lin yurii_arn
View Form and Submit Data	Sughnen Wanshe	nwmsna
Download Data	Sughnen Wanshe	nwmsna

Raw Data Access Rights

Raw Data Access	Reason	Person
Accountable	Accountable	Sughnen Wanshe
Access	Data cleaning and verification	Moses Michael Zoe Lin Yurii Arnautov
	GIS: choropleth maps using GPS points]	Thulani Tshabalala

Preservation

Where will data be stored for long-term preservation?	X	IMPACT / REACH Global Cloud / Physical Server	□	OCHA HDX
	□	REACH Country Server	□	[Other, Specify]

Data Sharing

Will the data be shared publically?	X	Yes	□	No, only with mandating agency / body
Will all data be shared?	□	Yes	X	No, only anonymized and cleaned data will be shared
	□	No, [Other, Specify]		
Where will you share the data?	X	REACH Resource Centre	□	OCHA HDX
	X	HumanitarianResponse	□	[Other, Specify]

Data protection risk assessment

Have you completed the Indicators Risk Assessment table below?	X	Yes	□	No, no information that potentially allows identification of individuals is to be collected.
	[Please complete the first 4 columns in the Indicators Risk Assessment table below]			

Risk indicator	Type of identification risk	Disclosure implications	Benefits	**Class**	**Required mitigation**
HH members name	*identification of household members*	*Loss of privacy/potential target of armed actors*	*Follow up for data cleaning*	***B1***	***Deleted directly after verification/cleaning***

GPS coordinates	identification of houeshold members	Loss of privacy/potential target of armed actors	Follow up for data cleaning	B1	Deleted directly after verification/cleaning

Responsibilities	
Data collection	*Field Officer*
Data cleaning	*Database Officer*
Data analysis	*National Assessment Officer, Assessment Officer, Senior Assessment Officer*
Data sharing/uploading	*National Assessment Officer, Assessment Officer, Senior Assessment Officer, Research Manager*

8. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	X Yes
		# of downloads of x product from Relief Web	Country request to HQ		□ Yes
		# of downloads of x product from Country level platforms	Country team		□ Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		□ Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		X Yes
		# of visits to x webmap/x dashboard	Country request to HQ		□ Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	*NA*
		# references in single agency documents			*Northwest Coordination Forum policy papers*
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback *and* Usage_Survey template	*Usage survey to be conducted at the end of the research cycle*
		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			*related to all outputs, targeting at least 10 partners*
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs *(providing resources, participating to presentations, etc.)*	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement _log	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: SAMPLING FRAME

The full sampling frame is available via this link.