

Research Methodology Note

Humanitarian Situation Monitoring (HSM)

SOM1901

Somalia

December 2023

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	<input type="checkbox"/>	Other (specify)
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input type="checkbox"/>	Protracted
Mandating Body/ Agency	Office for the Coordination of Humanitarian Affairs (OCHA), Inter-Cluster Coordination Group (ICCG)					
IMPACT Project Code	27ELN					
Overall Research Timeframe (from research design to final outputs / M&E)	01/02/2024 to 30/05/2024					
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Pilot/ training: 27/02/2024-28/04/2024			6. Outputs to be produced: <ul style="list-style-type: none">Clean dataset: 18/04/2024Formatted analysis: 18/04/2024Key findings brief: 09/05/2024District Zoom-In: 09/05/2024		
	2. Start collect data: 03/03/2024			7. Outputs sent for validation: 09/05/2024		
	3. Data collected: 21/03/2024			8. Outputs published: 23/05/2024		
	4. Data analysed: 03/04/2024			9. Final presentation: __/__/____		
	5. Data sent for validation: 04/04/2024_					
Number of assessments	<input checked="" type="checkbox"/>	Single assessment (one cycle)				
	<input type="checkbox"/>	Multi assessment (more than one cycle)				
Humanitarian milestones <i>Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	Milestone			Deadline (can be tentative)		
	<input type="checkbox"/>	Donor plan/strategy		__/__/____		
	<input type="checkbox"/>	Inter-cluster plan/strategy		__/__/____		
	<input checked="" type="checkbox"/>	CCCM, Health, Education, Shelter, WASH and Protection cluster planning		30/05/2024		
	<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 checked="" type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors): Direct emails to CCCM, Health, Education, Shelter, Protection and WASH cluster leads; dissemination on REACH SOM SendinBlue list. <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre). <input type="checkbox"/> [Other, Specify]	
Stakeholder mapping <i>Has a detailed stakeholder mapping been conducted during research design to identify all actors that could contribute to and/or benefit from the research?</i>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
General Objective	This assessment aims to inform humanitarian planning in Somalia by providing information on humanitarian needs including access to services, displacement dynamics, Education, Food Security, Health, Protection, Shelter and Water, Sanitation and Hygiene (WASH) in hard-to-reach areas where physical access and process of humanitarian actors is restricted or impossible due to insecurity or have been found to be in Category 5 by the Protection cluster.			
Specific Objective(s)	<ul style="list-style-type: none"> • To understand humanitarian needs (Education, Food Security, Health, Shelter, Protection and WASH needs). • To identify which population groups are moving out of hard-to-reach settlements and which population groups are unable to move from hard-to-reach settlements, and the factors influencing movement dynamics. • To identify primary livelihoods in hard-to-reach settlements and how climatic hazards (including lack of rain, drought) and economic conditions (including ways to earn income) influence primary livelihoods in hard-to-reach settlements. • To understand what services are accessible to households in hard-to-reach settlements and the barriers that impede access to services in hard-to-reach settlements. • To identify protection concerns in hard-to-reach settlements. • To understand the types of humanitarian assistance and services that people in hard-to-reach settlement have access to and constraints to accessing humanitarian assistance and services. 			
Research Questions	<ul style="list-style-type: none"> • What are the shocks, climatic hazards and economic conditions influencing livelihoods and humanitarian needs in hard-to-reach settlements and movement out of hard-to-reach settlements? • What are the humanitarian needs with regards to Education, Food Security, Health, Shelter, Protection and WASH? How are shocks, climatic hazards and economic conditions influencing these humanitarian needs? What are the barriers and negative coping strategies further driving these humanitarian needs? • Which population groups are moving out of hard-to-reach settlements? What are the factors that are driving movement out of hard-to-reach settlements? Are some population groups unable to move, but would like to do so? If yes, whom? • To which services and types of humanitarian assistance, if any, do populations in hard-to-reach settlements have access to? What are the constraints to accessing services and humanitarian assistance? 			
Geographic Coverage	This assessment will cover 603 hard-to-reach settlements in 25 districts in Central and Southern Somalia. A district will be considered covered when 15% of the settlements under that district are			

	assessed by interviewing three KIs per settlement. For this assessment, hard-to-reach settlements will be defined as settlements in districts categorised as Extreme Constraints or Hard-to-Reach which by the Access Working Group (AWG) or identified as Category 5 Protection Risk by the Protection cluster. The final list of districts can be found in section 3 – Methodology .			
Secondary data sources	<ul style="list-style-type: none"> • Food Security and Nutrition Analysis Unit publications • Somalia IPC reports • Somalia WASH cluster publications • Somalia Health cluster publications • Somalia Shelter cluster publications • Somalia Protection cluster publications • Somalia Education cluster publications • WHO epidemiological reporting on Somalia • Somalia Protection and Return Monitoring Network (PRMN) dashboard • Somalia Humanitarian Response Plan (HRP), 2023 • Somalia Humanitarian Needs Overview (HNO), 2023 • Somalia World Food Program Annual Country report • Somalia Livelihood Zones - Map • Somalia access severity map • IOM DTM (Displacement Tracking Matrix) • OCHA Situation Reports on Flooding • Somalia Water and Land Information Management (SWALIM) publications • Food Early Warning Systems Network (FEWSNET) Somalia publications 			
Population(s) <i>Select all that apply</i>	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
	<input type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input 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 type="checkbox"/>	Host communities	<input checked="" type="checkbox"/>	Populations in hard-to-reach settlements
Stratification <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical #:1810 Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>	Group #: ____ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/>	[Other Specify] #: ____ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
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 <i>Select sampling and data collection method and specify target # interviews</i>	<input checked="" 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"/> Snowballing		<input checked="" type="checkbox"/> Key informant interview (Target #): 1810 <input type="checkbox"/> Group discussion (Target #):_____ <input type="checkbox"/> Household interview (Target #):_____ <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____ 	
Target level of precision if probability sampling				
	Gender		Age	

Disaggregation by gender and age <i>Are you planning to conduct sex/age disaggregated analysis?</i>	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	Yes
	<input type="checkbox"/>	No	<input type="checkbox"/>	No
Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT	<input checked="" type="checkbox"/>	UNHCR
	<input type="checkbox"/>	[Other, Specify]		
Expected output type(s)	<input type="checkbox"/>	Situation overview #: _ _	<input type="checkbox"/>	Report #: _ _
	<input type="checkbox"/>	Presentation (Preliminary findings) #: _ _	<input checked="" type="checkbox"/>	Presentation (Final) #: 4 (ICCG, Education cluster, Protection cluster and SNFI cluster)
	<input type="checkbox"/>	Interactive dashboard #: _	<input type="checkbox"/>	Webmap #: _ _
	<input type="checkbox"/>	[Other, Specify] #: _ _		
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 <i>Specify which logos should be on outputs</i>	REACH			
	Donors: USAID and ECHO			
	  			
	Coordination Framework: NA			
Partners: NA				

2. Rationale

2.1 Background

The ongoing crisis in Somalia, exacerbated by a combination of drought, insecurity, and flooding attributed to El Niño, has escalated the risk of disease outbreaks, notably cholera and Acute Watery Diarrhea (AWD).ⁱ Recent reports indicate a concerning uptick, with at least nine fatalities and 474 confirmed cases recorded within the first two weeks of 2024.ⁱⁱ The humanitarian situation continues to deteriorate significantly, with successive failed rainy seasons and recurrent flash floods severely impacting the livelihoods of the H2R residents. This scenario has led to widespread displacement, further exacerbated by heightened insecurity, limiting access to essential services and aid for affected communities. Despite concerted efforts, humanitarian access remains constrained due to security challenges, underscoring the urgent need for coordinated interventions to address the multifaceted challenges facing Somalia's vulnerable populations. – i.e. Hard-to-Reach (H2R) districts. These districts have already been categorized as Extreme Constraints or Hard-to-Reach by the Access Working Group (AWG) or Category 5 (catastrophic) by the Protection Cluster as Category 5.

2.2 Intended impact

HSM aims to provide information on shifting humanitarian needs including access to services, displacement dynamics, Education, Food Security, Health, Protection, Shelter and Water, Sanitation and Hygiene (WASH) in hard-to-reach settlements that are categorized as Extreme Constraints or Hard-to-Reach by the Access Working

Group (AWG) or identified as a Category 5 Protection Risk by the Protection cluster. The March 2023 round of HSM will further aim to provide information on humanitarian need in hard-to-reach settlements following the Deyr seasonal flooding and ahead of the Gu rain season.¹

3. Methodology

3.1 Methodology overview

This assessment aims to offer settlement-level data of hard-to-reach areas where face-to-face household surveys are not feasible through Key Informant Interviews (KIIs). KIIs are conducted with Key Informants (KIs) who are residents of the target hard-to-reach settlement at the time of data collection via mobile phone interviews. If mobile phone interviews are not possible, then KIIs are conducted with KIs who are knowledgeable of the target hard-to-reach settlement via face-to-face interviews in accessible locations with KIs who have recent knowledge of the hard-to-reach settlements. All KIs will be snowballed by enumerators and Field Officers using contacts from local NGOs, contacts from INGOs and contacts from previous REACH assessments. All KIs will be selected based on their knowledge of the target hard-to-reach settlements. Field Officers will make sure to keep an up-to-date contact list of potential KIs and local guides to build a strong network at the field level. Data collection will be conducted both at REACH bases and in IDP sites or settlements accessible to AoK KIIs. Data collection methods are supervised by one officer in each of the four base locations – Baidoa, Kismayo, Garowe and Mogadishu. IDP sites that received new arrivals from hard-to-reach settlements in the previous three months, new IDP sites (set up in the last three months by people who arrived from hard-to-reach settlements) and accessible settlements will be identified through the REACH field team, local authorities, humanitarian organization, and REACH field networks. All KIs are asked a structured, close-ended questionnaire through the Kobo application. Data will be collected at the settlement level, i.e., the questionnaire relates to site level humanitarian needs, not individual needs. However, there are some individual-level questions which are asked to all KIs and some household-level questions that will be asked to KIs who are current hard-to-reach residents in the target hard-to-reach settlements at the time of data collection. A threshold of 15% of the settlements under each target district will be covered. Three key informant interviews (KIIs) will be conducted at each settlement, this will help reduce the occurrence of “No-consensus” cases when findings are aggregated at the settlement level during the analysis stage. The details of the number of target settlement are included in Table 1.

3.2 Population of interest

The assessment targets the hard-to-reach settlements of Somalia that are located within the following regions: Bakool, Bay, Gedo, Lower Juba, Lower Shabelle, Middle Juba, Middle Shabelle, Bari and Sool. These districts and settlements were identified by the Access Working Group (AWG) as districts that have constraints ranging from low, moderate to high access constraints (i.e., lack of roads, flooding) or security concerns (i.e., clan conflict, presence of armed actors) or are Category 5 as identified by the Protection cluster. The severity scales offer a conceptual structure to comprehend the implications of being categorized at severity levels 1 (minimal), 2 (stressed), 3 (crisis), 4 (critical), or 5 (catastrophic) concerning the scope of protection needs. These stages are defined for both individual households and broader geographical areas².

3.3 Secondary data review

In addition to the secondary data outlined earlier in this Methodology Note, additional sources will be used:

- [Food Security and Nutrition Analysis Unit](#) publications
- [Somalia IPC reports](#)

¹ [Somalia Floods](#), October 2023

² [methodology for calculating protection severity and estimating people affected and in need.pdf \(globalprotectioncluster.org\)](#)

- Somalia [WASH cluster](#) publications
- Somalia [Health cluster](#) publications
- Somalia [Shelter cluster](#) publications
- Somalia [Protection cluster](#) publications
- Somalia [Education cluster](#) publications
- [WHO](#) epidemiological reporting on Somalia
- Somalia [Protection and Return Monitoring Network \(PRMN\)](#) dashboard
- Somalia [Humanitarian Response Plan \(HRP\), 2023 - Somalia](#)
- Somalia [Humanitarian Needs Overview \(HNO\), 2023 - Somalia](#)
- Somalia [World Food Program Annual Country](#) report
- [Somalia Livelihood Zones - Map](#)
- [Somalia access severity map](#)
- IOM DTM ([Displacement Tracking Matrix](#))
- OCHA [Situation Reports on Flooding](#)
- [Somalia Water and Land Information Management \(SWALIM\)](#) publications
- [Food Early Warning Systems Network \(FEWSNET\) Somalia](#) publications

As much as possible, secondary sources will be used to contextualize findings. For example, IPC reports providing information on food security and nutrition needs as well as projections, per region. The World Food Programme (WFP) annual country report adds more context to the food security situation in further context and complement the IPC.³ The Somalia Water and Land Information Management (SWALIM) can provide climatic data such as the combined drought index capturing information on crops, pasture, fire danger, water shortages, livestock migration.⁴ FEWSNET's seasonal monitoring adds important value to the monitoring of seasons, especially during drought conditions, contributing with information on rainfall during Somali seasons among others will be used to triangulate the findings⁵.

3.4 Primary Data Collection

Given that physical access to the target locations is limited and there is no possibility of drawing a representative sample, purposive sampling will be adopted for both the Area of Knowledge and the mobile phone data collection methods.

KIs will be selected based on their knowledge of the target settlement. If the KI is not living in the hard-to-reach settlement, then the following eligibility criteria will apply (and is integrated into the data collection tool):

- 1) Being newly displaced from the target hard-to-reach settlement within the past 30 days before the start of data collection or having visited the target hard-to-reach settlement in the last 30 days prior to the start of data collection.
- 2) Having been in contact with residents living in the target hard-to-reach settlement in the last 30 days prior to the start of data collection as a healthcare worker, business professional, traders or relative.
- 3) Is reporting on a target hard-to-reach settlement where at least one household remained. Since the assessment aims to fill in gaps in understanding the humanitarian context, targeting settlements that are no longer inhabited would not contribute to this.

The questionnaire includes a section to abet the snowballing approach. The interviewees will be asked if they can refer REACH team to another KI that matched the eligibility criteria, from the target hard-to-reach settlement or any other target hard-to-reach settlement. The contact details of these additional KIs will be collected for sampling purposes only. FOs will make sure to keep an up-to-date contact list of potential KIs and local guides to build a strong network at the field level. This information will not be shared externally and will be stored only on REACH assets, protected by a password.

³ FSNAU, [PowerPoint Presentation \(fsnau.org\)](#)

⁴ FAO SWALIM (2023), [Somalia, Belet Weyne District: Potential Higher Ground for Evacuation from Floods. 15 Sept 2023](#)

⁵ FEWS-NET (2023), <https://fewsnat.org/east-africa/somalia>

Table 1: KI interview targets, per district and settlement:

District	Settlement Target (15% of known settlements)	Key Informant Interview Target (3 KIs per settlement)
Adan Yabaal	8	23
Afmadow	34	101
Balcad	45	136
Bu'aale	18	54
Bulo Burto	34	101
Buur Hakaba	107	320
Ceel Buur	12	37
Ceel Dheer	13	40
Ceel Waaq	13	39
Dhuusamarreeb	27	82
Diinsoor	36	107
Jalalaqsi	17	52
Jamaame	22	66
Jilib	26	78
Kurtunwaarey	17	50
Laasqoray	12	37
Qandala	14	41
Qansax Dheere	20	59
Rab Dhuure	16	49
Saakow	17	51
Sablaale	18	54
Tayeeglow	22	67
Waaqid	13	40
Xahardheere	8	25
Xudur	34	101
Grand Total	603	1810

Table 2: KI interview targets, per base

Baidoa	898
Garowe	78
Kismayo	338
Mogadishu	496

The tool will include questions on: Education, Food Security, Livelihoods, Health, Humanitarian Assistance, Movement, Protection, Shelter and WASH; and has been adapted to specifically capture the influence of climate hazards and economic conditions. Most indicators will be collected at the settlement level, except for a selection of individual-level indicators regarding the KI's profile (including eligibility questions) for all KIs and

a selection of household-level indicators pertaining to Food Security asked to KIs in the hard-to-reach settlement at the time of data collection. For most indicators, KIs will be reporting at the time of data collection unless otherwise specified. Data collection will be organized as follows:

Training of Trainers (ToTs): A one day training of trainers will be conducted for the field officers of the five above mentioned bases.

Enumerator training: A two day training for Enumerators directly after the ToT.

Pilot data collection: A one day pilot, conducted by Enumerators and Field Officers, to test the tool before data collection commences. Proceeding this, field officer and assessment officers will continually test the tool until the the ToT.

Data collection: A two-week data collection, including mobile phone interviews with KIs who residents of the target hard-to-reach settlements and face-to-face Area of Knowledge interviews with KIs are knowledgeable of the target hard-to-reach settlement, from the REACH bases of Baidoa, Garowe, Kismayo and Mogadishu.

Data cleaning: Daily data checking and cleaning will be conducted by the field and assessment teams during data collection.

3.5 Data Processing & Analysis

IMPACT data cleaning minimum standards checklist will be followed⁶. Every day, the surveys are uploaded on the REACH/IMPACT Kobo-server and downloaded by the Database Officer (DO) at the end of data collection. The DO anonymizes and subsequently checks the dataset before it goes through to Field and Assessment Officers who will be conducting data checking and cleaning through log changes and deletions. The Assessment Officer will oversee and do the data cleaning templates for the Field Officers, who are in turn responsible for data checking and the supervision of field teams. The following protocols will be in place to ensure the quality of data collected:

- Daily data cleaning by Field Officers, who identify outliers, anomalies, and logical inconsistencies, and give regular feedback to enumerators through daily briefings and ad-hoc training. Data points that cannot be resolved through follow-ups with the enumerators or respondents will be deleted. If survey records have more than three outliers that cannot be checked, the entire record is deleted from the dataset. Also, if the duration of the survey taken is very long or short and the enumerators could not provide concise and clear justification, the entire survey will be deleted.
- In parallel, daily data cleaning will be conducted by the Assessment Officer, who reviews data cleaning conducted by Field Officers and provides additional feedback to the data collection teams in regular communication with the Senior Assessment Officer regarding briefings, and training.

The GIS and Database Officers do data aggregation and spatial verification, who provide feedback to ascertain settlement coverage.

Data Analysis and Aggregation

The data collected is aggregated at the following levels: (1) Settlement, (2) District.

Given that more than one quantitative survey will be collected for a given settlement, data from key informants reporting on the same settlement is aggregated to the settlement level using an R script which employs the following logic to calculate settlement-level responses: More details below:

- Single response questions: Majority of the survey questions only allow a KI to select a single response. For this type of question, mode aggregation is used, whereby "I don't know" responses are dropped and then the most reported response is taken for each settlement. Should the same number of KIs from the same settlement provide different responses to the same question, the result is reported as "No consensus".

⁶ [IMPACT Memo Data-Cleaning-Min-Standards-Checklist_28012020-1.pdf \(reachresourcecentre.info\)](#)

- Multiple response questions: Mode aggregation is used, whereby "I don't know" responses are dropped and then all other responses reported by the KIs are presented.

The clean dataset and analysis will then inform the following outputs:

- Clean dataset.
- Formatted analysis.
- Trend analysis.
- Key finding brief.

3.6 Limitations

As the assessment relies on interviews with snowballed KIs either through mobile phone interviews or face to face Area of Knowledge interviews, all findings are indicative, i.e., not statistically representative, of hard-to-reach areas in Somalia. And as these data collection methods rely on snowballing for accessible participants from snowballing, findings will reflect the experiences, perceptions, and limited knowledge of these accessible KIs.

Limitations of data collections by Phone Interview:

Respondents might be inclined to exhibit social desirability bias, where they tend to offer responses that are seen as socially acceptable rather than honestly expressing their genuine opinions. This tendency arises because individuals may feel a social pressure to conform to what is deemed acceptable, leading them to modify their answers to align with societal expectations. This phenomenon can impact the accuracy of survey results, as participants may not fully disclose their authentic beliefs or attitudes, skewing the overall findings⁷

Limitations of data collection by AoK:

One significant drawback of AoK lies in its non-reliance on random sampling; instead, it employs purposive sampling methods that vary based on circumstances. Consequently, its findings are regarded as merely "indicative" rather than representative. Two key factors contribute to this limitation: (i) variations in question phrasing and indicator construction between the two data sources and (ii) the use of survey data as a comparison source (as opposed to a census), introducing additional noise or error that may have compromised certain correlations. Despite these constraints, valuable insights emerge. Collectively, the results underscore the utility of AoK as a valuable tool for assessing specific conditions and needs to inform emergency prioritization and planning. This is particularly evident in the absence of viable alternatives for measuring needs remotely and rapidly or at a sufficiently high frequency and cost-effectively, especially across various sectors and indicators⁸.

4. Key ethical considerations and related risks

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

<i>The proposed research design...</i>	<i>Yes/ No</i>	<i>Details if no (including mitigation)</i>
... Has been coordinated with relevant stakeholders to avoid unnecessary duplication of data collection efforts?	Yes	
... 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	

⁷ [Measures of Personality and Social Psychological Attitudes | ScienceDirect](#)

⁸ [REACH-AoK-Validation-Study-Summary-Report-October-2023-4.pdf \(impact-initiatives.org\)](#)

... 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-traumatising 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	

5. Roles and responsibilities

<i>Task Description</i>	<i>Responsible</i>	<i>Accountable</i>	<i>Consulted</i>	<i>Informed</i>
<i>Research design</i>	Assessment Officer, Senior Assessment Officer	Senior Assessment Officer	IMPACT SOM Inter-Sectoral Unit (ISU) Research Manager, IMPACT KEN-SOM Data unit, IMPACT KEN-SOM Operations unit, HQ RDDU	Inter-Cluster Coordination Group (ICCG), IMPACT KEN-SOM Country Coordinator
<i>Supervising data collection</i>	REACH Field Officers (FOs), Senior Field Coordinator, Assessment Officer, Senior Assessment Officer	Senior Assessment Officer	IMPACT SOM ISU Research Manager, IMPACT KEN-SOM Data Manager	ICCG, IMPACT KEN-SOM Country Coordinator
<i>Data processing (checking, cleaning)</i>	Senior Assessment Officer, Assessment Officer, Field Officers, GIS Officer (GISO), Data Officer	Senior Assessment Officer	IMPACT SOM ISU Research Manager, IMPACT KEN-SOM Data Manager, IMPACT HQ RDDU	ICCG, IMPACT KEN-SOM Country Coordinator

Data analysis	Assessment Officer, Senior Assessment Officer GIS Officer and Data Officer	Senior Assessment Officer	IMPACT SOM ISU Research Manager, IMPACT KEN- SOM Data Manager, IMPACT HQ RDDU	ICCG, IMPACT KEN-SOM Country Coordinator
Output production	Assessment Officer, Senior Assessment Officer	Senior Assessment Officer	IMPACT SOM ISU Research Manager, IMPACT KEN- SOM Country Coordinator, IMPACT HQ Research and Reporting Unit (RRU)	ICCG, IMPACT KEN-SOM Country Coordinator
Dissemination	Assessment Officer, Senior Assessment Officer, IMPACT SOM ISU Research Manager	IMPACT SOM ISU Research Manager	IMPACT KEN- SOM Country Coordinator	HQ RRU
Monitoring & Evaluation	Assessment Officer, Senior Assessment Officer	Senior Assessment Officer	IMPACT KEN- SOM Research Manager, IMPACT KEN- SOM Country Coordinator, IMPACT KEN- SOM PD Officer	IMPACT HQ
Lessons learned	Assessment Officer, Senior Assessment Officer, Assessment Officer	Senior Assessment Officer	, IMPACT SOM ISU Research Manager, IMPACT KEN- SOM Data Manager, IMPACT SOM Operations Manager, Field Officers, GIS Officer, Database Officer	IMPACT KEN-SOM Country Coordinator, IMPACT HQ

Responsible: the person(s) who executes the task

Accountable: the person who validates the completion of the task and is accountable of the final output or milestone

Consulted: the person(s) who must be consulted when the task is implemented

Informed: the person(s) who need to be informed when the task is completed

6. [Data Analysis Plan -SOM1901 HSM-in-Hard-to-Reach DAP March-2024 External-1.xlsx](#)

7. Data Management Plan

Administrative Data			
Research Cycle name	Humanitarian Situation Monitoring 2023, Somalia		
Project Code	27ELN		
Donor	BHA		
Project partners	OCHA		
Research Contacts	Paul Wayero, paul.wayero@impact-initiatives.org Mohamed Muse, mohamed.muse@reach-initiative.org Hanna Madsen, hanna.madsen@impact-initiatives.org		
Data Management Plan Version	Date: 23/11/2023	Version: 01	
Related Policies	[List any relevant policies/procedures on data management, data sharing and data security that this project will be based on]		
Documentation and Metadata			
What documentation and metadata will accompany the data? <i>Select all that apply</i>	<input checked="" type="checkbox"/>	Data analysis plan	<input checked="" type="checkbox"/> Data Cleaning Log, including: <ul style="list-style-type: none"> Deletion Log Value Change Log
	<input type="checkbox"/>	Code book	<input type="checkbox"/> Data Dictionary
	<input type="checkbox"/>	Metadata based on HDX Standards	<input type="checkbox"/> [Other, Specify]
Ethics and Legal Compliance			
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/>	Consent of participants to participate	<input type="checkbox"/> Consent of participants to share personal information with other agencies
	<input type="checkbox"/>	No collection of personally identifiable data will take place	<input checked="" type="checkbox"/> Gender, child protection and other protection issues are taken into account
	<input checked="" type="checkbox"/>	All participants reached age of majority	[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	REACH Initiative		
Storage and Backup			
Where will data be stored and backed up during the research?	<input checked="" type="checkbox"/>	IMPACT/REACH Kobo Server	<input type="checkbox"/> Other Kobo Server: <i>[specify]</i>
	<input checked="" type="checkbox"/>	IMPACT Global Physical / Cloud Server	<input type="checkbox"/> Country/Internal Server
	<input checked="" type="checkbox"/>	On devices held by REACH staff	<input type="checkbox"/> Physical location <i>[specify]</i>
	<input type="checkbox"/>	[Other, Specify]	
Which data access and security measures have been taken?	<input checked="" type="checkbox"/>	Password protection on devices / servers	<input checked="" type="checkbox"/> Data access is limited to REACH staff
	<input type="checkbox"/>	Form and data encryption on data collection server	<input type="checkbox"/> Partners signed an MoU if accessing raw data
	<input type="checkbox"/>	[Other, Specify]	
Kobo Access Rights			
Account Name(s)	Person(s)	Type of Kobo access	
reidjackson	Reid Jackson, DO	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Submit Data <input checked="" type="checkbox"/> Download Data
m_m_n	Mohamed Muse, AO	<input checked="" type="checkbox"/> View <input type="checkbox"/> Edit	<input type="checkbox"/> Submit Data <input checked="" type="checkbox"/> Download Data
reidjackson	Enumerator	<input type="checkbox"/> View	<input checked="" type="checkbox"/> Submit Data

		<input type="checkbox"/> Edit	<input type="checkbox"/> Download Data		
Hanna.madsen@impact-initiatives.org	Hanna Madsen, RM	<input checked="" type="checkbox"/> View <input type="checkbox"/> Edit	<input type="checkbox"/> Submit Data <input checked="" type="checkbox"/> Download Data		
Raw Data Access Rights					
Raw Data Access	Reason	Person			
Manager	Data focal point	Reid Jackson, DO			
Access	Data cleaning and analysis	Reid Jackson, DO Aaron Langat, SDO Ishrat Jahan, GISO Mohamed Muse, AO Paul Wayero, SAO			
Preservation					
Where will data be stored for long-term preservation?	<input checked="" type="checkbox"/> IMPACT / REACH Global Cloud / Physical Server	<input type="checkbox"/>	OCHA HDX		
	<input type="checkbox"/> REACH Country Server	<input type="checkbox"/>	[Other, Specify]		
Data Sharing					
Will the data be shared publicly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	No, only with mandating agency / body		
Will all data be shared?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/>	No, only anonymized / cleaned / consolidated data will be shared		
	<input type="checkbox"/> No, [Other, Specify]				
Where will you share the data?	<input checked="" type="checkbox"/> REACH Resource Centre	<input checked="" type="checkbox"/>	OCHA HDX		
	<input checked="" type="checkbox"/> Humanitarian Response	<input checked="" type="checkbox"/>	Dissemination by email and upon request for partners.		
Data protection risk assessment					
Have you completed the Indicators Risk Assessment table below?	<input type="checkbox"/> Yes	<input type="checkbox"/>	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 (including direct and indirect identifiers)	Type of identification risk	Disclosure implications	Benefits	Class	Required mitigation
Respondent contact details (name and phone number)	Direct contact Identification of KI respondents	Loss of privacy Loss of anonymity Disclosure of sensitive or biographic information Potential targets Discrimination/ Stigmatisation	Verification of unclear responses and verification that respondent actually participated in the survey	B1	To be deleted after data cleaning

Respondent GPS location	Identification of KI respondents	Loss of privacy Loss of anonymity Potential targets Discrimination	Spatial verification of collected data	B1	To be deleted after data cleaning
Responsibilities					
Data collection	Hajir Hussein, Senior Field Officer, hajir.hussein@reach-initiative.org				
Data cleaning	Paul Wayero, Senior Assessment Officer, paul.wayero@impact-initiatives.org Mohamed Muse, Assessment Officer, mohamed.muse@reach-initiative.org Reid Jackson, Data Officer, reid.jackson@impact-initiative.org Aaron Langat, Senior Data Officer, aaron.langat@impact-initiatives.org				
Data analysis	Paul Wayero, Senior Assessment Officer, paul.wayero@impact-initiatives.org Mohamed Muse, Assessment Officer, mohamed.muse@reach-initiative.org Reid Jackson, Data Officer, reid.jackson@impact-initiative.org Aaron Langat, Senior Data Officer, aaron.langat@impact-initiatives.org Ishrat Jahan, GIS Officer, ishrat.jahan@impact-initiatives.org Dennis Mutai, GIS Manager, dennis.mutai@reach-initiative.org				
Data sharing/uploading	Hanna Madsen, Research Manager, hanna.madsen@impact-initiatives.org Paul Wayero, Senior Assessment Officer, paul.wayero@impact-initiatives.org Mohamed Muse, Assessment Officer, mohamed.muse@reach-initiative.org				

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	# of downloads of x product from Resource Center	Country request to HQ	User_log	<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Relief Web	Country request to HQ		<input checked="" type="checkbox"/> Yes
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes
	Number of individuals accessing IMPACT services/products	# of page clicks on x product from REACH global newsletter	Country request to HQ		<input type="checkbox"/> Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		<input checked="" type="checkbox"/> Yes
		# of visits to x webmap/x dashboard	Country request to HQ		<input type="checkbox"/> Yes
IMPACT activities contribute to better program implementation and coordination of the	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	Somalia Humanitarian Needs Overview (HNO) Somalia Humanitarian Response Plan (HRP)
		# references in single agency documents			

humanitarian response					
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback and Usage_Survey template	<i>[Outline here the usage survey to be implemented for this research cycle]</i>
		Perceived usefulness and influence of IMPACT outputs			<i>E.g. Usage survey to be conducted in November 2017, following the release of x outputs, targeting at least 10 partners</i>
		Recommendations to strengthen IMPACT programs			<i>E.g. Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 20 partners]</i>
		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	<input type="checkbox"/> Yes
		# of organisations/clusters inputting in research design and joint analysis			<input checked="" type="checkbox"/> Yes
		# of organisations/clusters attending briefings on findings;			<input checked="" type="checkbox"/> Yes

ⁱ [Somalia 2024 Humanitarian Needs and Response Plan \(HNRP\) - Somalia | ReliefWeb](#)

ⁱⁱ [Somalia 2024 Humanitarian Needs and Response Plan \(HNRP\) - Somalia | ReliefWeb](#)