Terms of Reference

Supporting humanitarian and recovery planning in the city of Jeremie (Haiti) in the aftermath of Hurricane Matthew

[Release	date]
[V.3.1]	

IMPACT Initiatives

1. Summary

Country of intervention	Haiti			
Type of Emergency	X Natural disaster	Conflict	Emergency	
Type of Crisis	X Sudden onset	Slow onset	Protracted	
Donor	tbd			
Project Code				
REACH Pillar	X Planning in	Displacement	Building Community	
	Emergencies		Resilience	
Research Timeframe	November 1 st – December	r 15 th	~	
General Objective	To contribute to	the recovery of neighbourhoods	of Jeremie most affected by	
	Hurrican Matthe	N		
Specific Objective(s)	 To identify priori neighbourhoods To identify resol exogenous (nota To develop and which are areas- and exogenous 4. 	ty multi-sector needs of population inces available to meet such need ably international) stakeholders support the implementation of ne based, multi-sectorial and promo aid actors	on from each of the targeted eds among among local and ighbourhood recovery plans ting synergies between local	
Research Questions	 Which neighbourhoods of Jeremie city were most affected by Hurricane Matthew, including vulnerability, services, and infrastructure? What are the physical boundaries of these neighbourhoods? Who are the key exogenous and local aid stakeholders in the neighbourhoods? What are the priorities for each neighbourhood's recovery and how these priorities can be met with the existing resources, promoting linkages between exogenous and local actors? 			
Research Type	Quantitative	X Qualitative	Mixed methods	
Geographic Coverage	Neighbourhoods most severely affected by Hurricane Matthew in city of Jeremie, department of Grand Anse, Haiti Thesevneighbourhoods are: Caracolie, Makandal, La point, Cagmanole, Nan Lundi, St Helene (and four of its sub neighborhoods), Nan Cite, and Beckier.			
Target Population(s)	Neighbourhoods residents in each of thoe neighbourhoods, and well as those displaced from the target neighbourhoods to collective shelters in the afgter math of Hurricane Matthew			
Data Sources	Secondary Data:			

	Google map earth - the city of Jeremie
	 Urban approaches information from program proposal - ECHO
	 Secondary data review
	 Information from initial rounds of interviews with key informants
	 UNOSAT / Copernicus Damage Sites
	 UNDP Natural Hazard Risk Areas
	 CNIGS Administrative Divisions (missing Section Communale at the
	moment)
	 Open Street Map roads, buildings, points of interest
	 PEACH Collective Center Locations
	Primary Data:
	Neighbourhood data boundaries information captured by REACH teams in
	Jeremie
	Facility information boundaries captured by Key Informants through
	participatory mapping
	Key informant interviews with key actors and informants who can provide
	information in each of the neigbourhoods in Jeremie.
	Participants members of the participatory mapping in each of the
	neighbourhoods.
Expected Outputs	Steering committee membership and TORs
	Mapping targeted neighbourhoods, including boundaries as well as pther physical and again accompanie data
	A response plan document for each of the peighbourbood, including strategic
	city-level response and receivery plan, addergating and compiling
	neighbourhood data
	Presentation of the project
	ToRs for technical suport to municipality
	> Tors for progress evaluation
Key Resources	Local informants, key humanitarian actors – OCHA, UNDP, ACTED, CRS.
	Informal interviews and meetings with institutional actors: COUD, AMAGA,
	and Organizations of Jeremie Civil Society
	UNDP 16 quartiers, 6 camps study – wich outlines a project that was done
	in the outset of the earthquacke in Haiti to identify prioritiy areas based on
	risk factors.
	UNOSAT and Copernicus damanage assessment of Jeremie city
	Jeremie - Haiti Tropical Cyclone - Situation as of 07/10/2016, Delineation
	Map, http://reliefweb.int/map/haiti/jeremie-haiti-tropical-cyclone-situation-
	07102016-delineation-map
	Rapid humanitarian assessments in urban context, ACAPs
	 Building Urban Resilience by Empowering Communities,
	http://www.worldbank.org/en/news/feature/2016/10/20/building-urban-
	resilience-by-empowering-communities
	 Good practices in participatory mapping, IFAD,
	https://www.ifad.org/documents/10180/d1383979-4976-4c8e-ba5d-
	<u>53419e37cbcc</u>

		 My neighbourhood: Studying perceptions of urban space and neighbourhood with moblogging. <u>http://discovery.ucl.ac.uk/1381863/1/1381863.pdf</u> OCHA and ACAPs situation reports UNDP Natural Hazard Risk Areas CNIGS Administrative Divisions (missing Section Communale at the moment) 		
Audience	Au	dience type	Specific actors	
	X	Operational	Provision of practical solutions to meet identified short term humanitarian challenges, as well as recovery	
	Х	Programmatic	Supporting program level plannig in the city	
	Х	Strategic	Supporting area-based localised response for Jeremie, linking relief and recovery	
		Other		
Access	Х	Public (available on IMPACT	website, and other humanitarian platforms)	
		Restricted		
		Other		
Visibility	IMPACT, ACTED and donor logos (ECHO and /or OFDA). Mention of AGORA framework in all products (in discussion with HQ). Other to be considered if needed / as needed once discussed steering sommittee members			
Dissemination	Dis	emination will be public through	n the IMPACT website and mailing lists. Targetted	
	dis: par	semination will be also planned ticular interest for this project. (with organizations and platforms that would be of Geneva to ensure dissemination ot relevant urban	
	gr0	ups, including to MCHUA, ALM	IAP ANU GAUC.	

2. Background & Rationale

This pilot study is designed is part of a broader project financed by ECHO that is looking to promote the use of settlement approaches and linkages between international humanitarian and local actors to inform better humanitarian planning and response in urban areas. The main objective of this program is to propose tools and processes that enable area based, multi-sectorial, and localized humanitarian planning and response to urban crisis

Area-based approaches¹ promote multi-sector and multi-stakeholder action in a given territory and are 'informed by community-decision making mechanisms reflective of the social, economic and physical features of the defined area' (USAID, 2011). The potential advantages of area-based approaches over sector-specific humanitarian action have been recognized by various stakeholders (IIED 2014). For the success of an area-based approach, two components are key:

• The effective identification of target communities and the delineation of the territory they inhabit (their area or settlement). In urban settings this will typically consist of neighbourhoods, while in rural areas this will vary depending on local social, economic, and physical context (a valley, draining basin, etc). This toolbox will use 'community area' to indicate an area delineated in this manner by community members. Community areas do often not correspond to existing administrative and service-catchment boundaries, instead reflecting informal community-based relationship and decision-making networks.

¹ Also known as settlement or, in urban areas, neighborhood approaches

 The identification of effective community counterparts to inform and support the implementation of areabased programming.

Area based response can also enable better partnerships between local actors and international humanitarian actors, contributing to a more localised response and, in turn, one that is more relevant and better links relief and recovery.

The main areas to which the pilot to be undertaken in Jeremie will look is organized in a four phased approach:

- 1. Identification of the key stakeholders, bilateral discussions and set up for a steering committee with key actors
- 2. Identification of target neighbourhoods to be assessed, to identify vulnerabilities and priorities
- 3. Implementation of a neighbourhood assessment in each of the neighbourhoods identified as priority and most in risk
- 4. Dissemination of the findings

4. . Methodology

4.1. Methodology overview

The methodology outlined will be implemented in full in the city of Jeremie – Department of Grand Anse – Haiti. In this location, IMPACT teams will implement key informant interviews and participatory mapping techniques to identify first the areas and its boundaries within the city centre, to then assess each of the ones based on a KI approach with selected knowledgeable people in each area.

4.2. Detailed methodology

a) Preliminary steps

During the preliminary phase of this project, several meetings will take place to approach the key relevant actors at the field level, mostly involved in the humanitarian, relief, and early recovery efforts in Jeremie.

- Initial bilateral discussions with UN, NGO, and COUD, to outline the objectives of this project, and to identify the main complementarities among the actors.
- Identification of neighbourhood boundaries see detail below.
- Selection of target neighbourhoods see detail below.

b) Identification of neighbourhood boundaries

The first step in identifying neighbourhoods is to identify the overall population of interest. Since this methodology aims to inform an area-based approach, the population of interest will correspond to the specific area that will be identified as neighbourhood. The aim is to identify the key boundary based on key characteristics shared within these boundaries and identified by people as a common knowledge.

Once the population of interest is identified, then the first neighbourhood in the urban areas will be identified. This will be used as an entry point to the population of interest. Once the first community is identified the community may be approached via an initial key informant that can be expected to have good community level knowledge and interact with several community members on a daily basis (e.g. a teacher). This key informant can be consulted to identify participants for community area mapping focus group discussions (MFGD). The objective of these first FGDs will be to confirm the limit

boundaries of the neighbourhood, then to identify smaller neighbourhood units, and then discuss the areas themselves (see below participatory mapping)

The first step to the assessment will be to identify the most accurate neighbourhood boundaries which divide the city of Jeremie. These delineation of boundaries will be made based on participatory mapping exercise with key informant from Jeremie city – people who are natural from the area, as well as have been living here for a long time. Several similar exercises will be undertaking for this participatory mapping to compare understanding from different groups on the same concept – the city of Jeremie and their boundaries. At least 4 key informants, in addition to the FGDs, will be interviewed about their knowledge and understanding of the boundaries in the city of Jeremie, to confirm the information gathered through other sources of information, geospatial information, and key informants.

Hands on mapping techniques implemented by key informants with in depth knowledge of Jeremie will be mainly combined with GPS point definition of those estimated boundaries.

The maps resulted of the participatory mapping will be labelled accordingly with the names of the areas identified by the participants. Once the neighbourhood boundaries have been identified in most possible admin levels, at least the highest level in the city centre – information will be triangulated with other key informants and the boundaries will be adjusted / modified accordingly to come up with updated boundaries that KI agree at the same level.

b) Selection of participants on Participatory mapping for discussion at neighbourhood level

Participatory mapping is a tool that is relevant to communities and their needs and it relevant for their use. This is really important in contexts in which, for example in this case, humanitarian deliveries and services are to be put to the service of people after a major crisis (IFAD, 2009)

Once the neighbourhood areas have been identified and final maps have been agreed and finalized as the ones that will lead the discussions, FGD-KII questionnaires will be developed to gather detailed information on the specific humanitarian situation in each neighbourhood.

Focus Groups Discussions

MFGDs should include no more than 6 participants of the same sex, who live in different sections of the neighbourhood (so not all from the same block or street for example) and whose households rely on different types of livelihoods, to make sure several perceptions of community boundaries are captured. However, it is important to ensure a relatively homogenous range of participants in terms of social standing in the community, since power dynamics may otherwise discourage less powerful participants from speaking up. The MFGD should be led by a Moderator who facilitates the discussion and a Note-taker who takes notes² and assists the Moderator. At least 2 focus group discussions, disaggregated by gender, will be interviewed in each *quartier*.

In each of the groups, there should be presence of:

- Detailed, large reference map of the immediate area on which the participatory mapping is conducted
- Less detailed, smaller reference map of the overall area on which adjacent community areas can be identified by the participants
- Marker pens in several colours to delineate boundaries and identify key infrastructures and services in the community as identified by participants

 $^{^{2}}$ The note-taker is not transcribing – i.e. the objective is not to record the discussion verbatim (see further detail under roles and responsibilities below)

The MFGDs are best held in a space with minimum distractions, with participants arranged in a circle around the detailed reference map. The Note-taker can either sit outside the circle or within, as feels appropriate. Drinks, snacks and name labels may help participants feel comfortable and energised during the discussion.

KI interviews

In addition to the participatory mapping, a shortlist of key informants (KI) can be identified within each of the neighbourhoods, at the smallest administrative level possible. These KI are central to the two-way information flow between service providers and communities, which is at the heart of an area based approach. Overall they need to hold two key characteristics:

- They need to have a community-wide understanding of access issues to services within the sector for which they are enlisted to facilitate the two-way information flow, or any other topics of interest for the subsequent data collection, as outlined in the indicator list.
- They need to have the best possible connections to individuals and community services for their sector-specific system or other topics outlined in the indicator list for the elements that we want to study (for example shelter, NFI, food, services, wash etc)

4 Key informants will be selected in each neighbourhood to run the interviews. The type of key informants will be mostly:

- 1 person from the education sector
- 1 person from the health sector
- 1 person from the community organizations, CBOs, NGOS
- 1 person from a recognized figure of authority in the community (local leader, church etc)

The overall goal is to eventually identify around 3 Ks at least, to enable triangulation of results for each topic. The objective with the KI mapping and social network analysis is to identify the 3 KI in the community with the best knowledge and connections for each area.

5.3. Sampling framework

The sampling framework has been designed to ensure the pilot objectives can be met, in terms of number of KI interviews and MFGD participants.

Sampling for participatory mapping – FGDs

The sampling for participatory mapping will be purposive based on the for following indicators

- Gender male/female
- Age between 18 and 40 years old ; over 40 years old

The priority will be gender based, then to try to do age disaggregated groups, and both groups will combine different professional backgrounds and socio economic activities.

At least 2 FGDs in each neighbourhood will be done, prioritizing gender disaggregation

Sampling for Key Informant interviews

The sampling for they Key Informant interviews will be purposive, based on the key roles for services and figures of recognized authority in the community. As explained above, the intention will be to interview 4 key informants in each neighbourhood to complement and triangulate the information collected through the FGDs.

4.4. Population of interest

The population of interest here consists of Haitian resident population and those who were displaced from each neighbourhood, in Jeremie city centre, in Grand Anse Department (Haiti).

4.5. Secondary data review

- Local informants, key humanitarian actors OCHA, UNDP, ACTED, CRS.
- Informal interviews and meetings with institutional actors: COUD, AMAGA, and Organizations of Jeremie Civil Society
- UNDP 16 quartiers, 6 camps study wich outlines a project that was done in the outset of the earthquacke in Haiti to identify prioritiy areas based on risk factors.
- UNOSAT and Copernicus damanage assessment of Jeremie city
- Jeremie Haiti Tropical Cyclone Situation as of 07/10/2016, Delineation Map, <u>http://reliefweb.int/map/haiti/jeremie-haiti-tropical-cyclone-situation-07102016-delineation-map</u>
- Rapid humanitarian assessments in urban context, ACAPs
- Building Urban Resilience by Empowering Communities, <u>http://www.worldbank.org/en/news/feature/2016/10/20/building-urban-resilience-by-empowering-communities</u>
- Good practices in participatory mapping, IFAD, <u>https://www.ifad.org/documents/10180/d1383979-4976-4c8e-ba5d-53419e37cbcc</u>
- My neighbourhood: Studying perceptions of urban space and neighbourhood with moblogging. http://discovery.ucl.ac.uk/1381863/1/1381863.pdf
- OCHA and ACAPs situation reports
- UNOSAT and COPERNICUS imagery from the city of Jeremie
- UNDP risk analysis data of the city of Jeremie

4.6 Data Analysis Plan/ Indicators

The list of indicators that are being measured are these:

Indicator Category 🖵	Indicator	Data Collection Method
Shelter	Type of buildings in the neighbourhood pre hurricane	FGD, PM, KI
Shelter	Type of buildings in the neighbourhood post hurricane	FGD, PM, KI
Shelter	Proportion of destroyed / damaged buildings in the neighbourhood post hurricane	FGD, PM
Land ownership	Type of ownership on buildings in the neighbourhood	FGD, PM, KI
Land ownership	Proportion of type of ownership on buildings and land in the neighbourhood	FGD, PM, KI
Displacement	Displacement of people from neighbourhoods post hurricane	FGD, PM
Displacement	Proportion of returnees from displaced areas to neighbourhoods of origin post hurricane	FGD, PM
Displacement	Proportion of non returnees in displaced areas post hurricane	FGD, PM
Early recovery	Physical access in neighbourhoods	FGD, PM, KI
Shelter	Proportion of damage in routes in neighbourhood	FGD, PM
Early recovery	Types of means of access / transit routes in the neighbourhood	FGD, PM, KI
Early recovery	Types of public services avaialable (health, education, police, local entities) and fonctional post hurricane	FGD, PM, KI
Early recovery	Type of damage to public services available in the neighbourhood	FGD, PM, KI
Early recovery	Availability of electricity in the neighbourhood pre hurricane	FGD, PM, KI
Early recovery	Availability of electricity in the neighbourhood post hurricane	FGD, PM, KI
Early recovery	Availability of water in the neighbourhood pre hurricane	FGD, PM, KI
Early recovery	Availability of water in the neighbourhood post hurricane	FGD, PM, KI
Shelter	Proportion of damange in housing in the neighbourhood post hurricane	FGD, PM
Shelter	Proportion of damage in comercial buildings in each neighbourhood post hurricane	FGD, PM
Early recovery	Main economic activities for people in the neighbourhood pre hurricane	FGD, PM, KI
Early recovery	Main economic activities for people in the neighbourhood post hurricane	FGD, PM, KI
Humanitarian delivery	Types of humanitarian aid (shelter, food, nfi, health) delivered in the neighbourhood post hurricane	FGD, PM, KI
Social actors	Types of local and social organizations present in the neighbourhood post hurricane	FGD, PM, KI

5. Product Typology

Table 1: Type and number of products required

Type of Product	Number of Product(s)	Additional information
Mapping of targetter neighbourhoods, including boundaries	1 per neighbourhood	Sub neighbourhood boundaries will be added in a second phase of this project
Overall profile	1 profile	Template to be similar to the other profiles
Profile per neighbourhood	– 1 per neighbourhood	Template to be similar to the other profiles
Presentation	1 presentation	
Мар	At least 1 per neighbourhood	
Response plan, including strategic city level response and recovery plan	1 per neighbourhood	
ToRs steering committee	1 ToRs	
ToR for technical support to the municipality	1 ToRs	
ToRs for progress evaluation	1 ToRs for progress evaluation	

6. Management arrangements and work plan

6.1. Roles and Responsibilities, Organigram

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Development of TORs,				REACH
tools, processes, data		Clobal	REACH	program staff,
collection forms, and	Assessment Manager	Giubal	Program Officer	,Global
overall adjustment of		COOLUINATOL	; GIS Global	Assessment
methods to the context				team
				REACH
Data collection process	Accoccmont Monagor	Clobal	REACH	program staff,
VII and ECDc		Coordinator	Program Officer;	,Global
KII AHU FGDS	1 GIS OIIICEI	COOLUINATOL	GIS Global	Assessment
				team
Data collection process	CIS toam /		Clobal CIS	REACH
Manning		Global GIS	Clobal	program staff,
wapping	Assessment Manayer		Giobai	,Global

			Assessment team	Assessment team
Design and drafting of outputs – reports	Assessment Officer / Manager	Global Coordinator	Global GIS, Global Assessment team	REACH program staff. ,Global Assessment team
Design and drafting of outputs - mapping	GIS team	Global GIS	Global GIS, Global Assessment team	REACH program staff ,Global Assessment team

Responsible: the person(s) who execute the task

Accountable: the person who validate 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

6.2. Resources: HR, Logistic and Financial

The Ressources for this assessment are:

- REACH Assessment Manager/ Officer: Overseeing all activities, coordinating the planning and implementation
 of the project, coordinating with local government, international and local NGOs. Ensuring harmonisation with
 existing efforts, coordinating logistics, and budget. This position will be also, in cooperation with the GIS Global
 Manager, in charge of the design of tools, methodology, sampling plan, questionnaires and data collection
 timeframe.
- Assessment intern: to support in all data collection processes, documentation, data cleaning, data entry, and report drafting.
- **REACH GIS team**: Preparing and printing all base maps and maps for participatory mapping, digitising all imagery, preparing all mapping outputs.
- Data collection team, 10 enumerators implementing all data collection, monitoring daily implementation of plan,
- IMPACT global team (Geneva)
- Global Coordinator: Overseeing all technical inputs and outputs of the assessment
- **Communications Intern**: Supporting with translation of key documents into French and English, dissemination of all outputs at global level.

7.3. Work plan See file attached.

8. Risks & Assumptions

Table 3: List of risks and mitigating action

Risk	Mitigation Measure
Lack of fuel and car logisitical issues delay the	Flexibility and anticipation with data collection plans
implementation of the data collection	allow for planning on time and change of data
	collection as needed.

Divergent opinions in the definition of the neighbourhood boundaries delay the process in defining the final admin boundaries and continue with data collection per area

Lack of knowleadgeable key informants to define neigbourhoods in Jeremie at all admin levels

Tension in the neogbourhoods increases with humanitarian actors that impedes access and movement around

Divergent opinions or lack of knowledge on the existance and definition of sub neigbourhood boundaries in each of the *quartiers*

The lead of the government and lack of active participation and approval blocks the process and publication of the report

9. Monitoring and Evaluation

Table 4: Monitoring and evaluation targets

Anticipation and interview with several key informants knowleadeageble about Jeremie city are essential ad the early stages of the process to assure that the interviews and participatory mapping is accurrate to the reality.

Initial efforts to understand the urban construction for Jeremie and finding local leaders who can act as entry points for each of the areas in each neigbourhood.

Coordination of the program with humanitarian organizations, COUD, key humanitarian UN agencies, and other actors facilitates entry points and the implementation of the FGDs. Planning ahead on time and discussion pre focus group with key actors in each of the neighborhoods.

Preliminary discussions with as many relevant key informants as possible in each neigbohourhood and coordination with key administrative actors and leaders of each *quartier*

Direct and active engagement with the relevant authorities and coordination strucutres in country faciliatates the communication and the process during the project.

Indicator	Target	Indicato r type	Baseline	How measured/documented/collected
City – level informal working group stablished and organized	1	Input	No group existing	Member lists of steering committees, minutes of meetings, meetings attendance sheets.
Questionnaires and tools developed for the participatory mapping and neighbourhood assessment	1	Input	No questionnaires or tools	Number of questionnaires, tools, guidelines
Neighbourhood mapping per urban area of Jeremie	As many as neighbourho ods in Jeremie	Input and Output	No maps existing	Number of maps developed, internally and externally for dissemination
Field pilot study conducted – assessment in each neighbourhood area	As many as neighbourho ods in Jeremie	Input	0 case studies conducted	Field study for Jeremie

10. Documentation Plan

- 1. TORs
- 2. Indicator list
- 3. Neighbourhood maps Jeremie
- 4. Questionnaires and tools for participatory mapping and interviews
- 5. Data Management Plan
- 3. Data cleaning log

- Template case Study Report Pilot Jeremie
 Steering Committee ToRs

Annex 1 : Data Management Plan

Administrative Data	
Project Name	Haiti Hurricane
Project Code	
Donor	BPRM
Project partners	ACTED, UCLG
Project	Area based multi-sector needs assessment of hurricane affected communities
Description	
Project Data	lemporary
Contacts	
DMP Version	Version 1 (November 2016)
Related Policies	Data management plan based on models and standards developed by the
Data Callection	Digital Curation Centre (DCC), <u>http://www.dcc.ac.uk</u>
What data will	Key beforment intensions, collected with ODK on amortaliance, cont
vou colloct or	• Key informant interviews: collected with ODK on smartphones, sent
you collect of	to server, exported to Excel. Paper forms when smartphones not
	feasible with data entry into excel.
	Participatory mapping through focus group discussion digitised into
	maps and notes written up on word.
	 Data collection tools will be designed in DOCX format and then stored as
	 Data concerning the basis and the basis will be available both in English and
	built DOCA and Robo forms. The tools will be available built in English and
	French.
	 The data collected by the enumerators through KoBo will be exported each
	day to XLSX format and properly stored (see Storage and Backup section).
	• All information collected in qualitative text notes will be coded into
	categories to be able to analyse them in an Excel database.
	All data collected as part of this project will be original. For the purposes of
	snatial analysis, this data will be combined with projecting snatial data
	spatial analysis, this data will be combined with pre-existing spatial data
	from OCHA and other sources. Each data source will be properly
	reterencea.
How will the data	
be collected or	• Data will be collected through a combination of different qualitative
created?	methodologies and indicators. Data collection includes a KI data
	collection tool and a participatory mapping tool including also a
	debriefing questionnaire form
	DEACLI teams will lead the technical design of these teals
	• All tools that will be used are piloted by REACH team at least one day
	before the full data collection is rolled out, both at office and field level, to
	make sure that the enumerators master the questionnaire and potential
	issues arise before the beginning of the data collection process.
How will be data	• Data will be cleaned through the regular process included data
cleaned and	cleaning log.
triangulated?	Data will be triangulated with the use of several key informants as well
	as with multiple narticipants in the ECDs. Background context
	as with multiple participants in the FGDS. Dackyround context
Decumental's sector	Information as well as discussion with key actors will also help on this.
Documentation and N	Netadata
documentation	• ivietadata on the times of data entry and data export are automatically
aucumentation	generated by KoBo for each data collection form submitted.

and metadata will accompany the data?	 Date, time, enumerator IMEI – enumerator IMEI will be encrypted. Data cleaning logs will be kept. Data sets provided will be equipped with a "readme" tab detailing the contents of the file, overall information about the project and any other information necessary to interpret the dataset. Datasets will be anonymized for public access.
Ethics and Legal Com How will you manage any ethical issues?	 Participant, KI and HH contact details will be kept for follow-up purposes only, with only one member of the team – the data collection officer - having access to this information. Oral consent will be obtained from all participants for their participation in the mapping and key informant interviews, where information will be shared.
How will you manage copyright and Intellectual Property Rights (IPR) issues?	 All data collected and analysed as part of the project will be owned by REACH will publicly disseminate for public use and interest. All rights to this data are reserved to them.
Storage and Backup How will the data be stored and backed up during the research? How will you manage access and security?	 All REACH staff laptops, mobile devices and email accounts will be password-protected, while personal laptops are not allowed for work as a general rule. Collected data will be protected in the encrypted, password-protected account on KoBo. The password to this account will be provided only to REACH staff members who are working directly on the assessment. REACH Assessment Officers and GIS officers will be in charge of backing up all the files and data on a weekly basis. Data collected in the field should be downloaded and backed up every day after data collection, internet connection allowing to do so. All data will be backed up on an external hard drive and later saved in the general server in IMPACT initiatives HQ for a safe copy. Data will be sent to the donor, in case request, for safe storage. IMPACT is in the process of securing a space on the server of the European Organization for Nuclear Research (CERN). As part of the REACH initiative (operated jointly with UNOSAT), IMPACT benefits from a dedicated space on the CERN server, which is highly protected against
Selection and Preserv Which data should be	 Non-anonymised data with identifiers such as contact names, GPS will only be accessible to the Assessment Officer and Team leader for the management of the project. Information with the donor will be shared anonymized unless specifically requested by the donor. All data should be retained by the donor and REACH. Final products

retained, shared, and/or preserved?	will be shared through public and diverse platforms to support the humanitarian response; raw datasets with personal identifiers can be shared upon request and validation from the donor.
What is the long- term preservation plan for the dataset?	 Data will be kept on server as a safe back up copy, and shared with the donor for their storage and use. There are no specific financial of logistics considerations which might impact the long-term management of the data.
Data Sharing	
How will you share the data?	 Final products will be done through the regular humanitarian channels. Raw data will be shared upon request after measure to respect protection concerns of those interviewed. Anonymized data will be available on the REACH Resource centre and distributed to the humanitarian community.
Are any restrictions on data sharing required?	 No personal details identifying interviewees will be shared. No permissions will be granted to any other party for use of reuse of the non-anonymized data.
Responsibilities Who will be responsible for data management?	 The Assessment Manager will be responsible for creating, drafting and revising the data management plan, under the direct supervision of Global Coordinator and GIS manager. Once the data analysis is completed, the Assessment Officer will be in charge of transferring all data to IMPACT Geneva HQ.



Adapted from:

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation Centre. Available online: http://www.dcc.ac.uk/resources/data-management-plans

Annex 2 : Questionnaire(s) / Tool(s)

Annex 3 : Dissemination Matrix

Annex 4 : M&E Matrix