

Research Terms of Reference

Assessment of Hard to Reach (H2R) Areas (Phase 2)

Research Cycle ID: NGA1809a

Nigeria

December 2019
3.0

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Nigeria					
Type of Emergency	<input type="checkbox"/>	Natural disaster	X	Conflict		
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	X	Protracted
Mandating Body/ Agency	The Inter-Sector Working Group (ISWG), and in close coordination with relevant actors including UN OCHA, Access Working Group (AWG), Information Management Working Group (IMWG) and IOM-DTM/ ETT.					
Project Code	35iAGQ-35iAIW					
Overall Research Timeframe <i>(from research design to final outputs / M&E)</i>	01 /05/2019 to ongoing					
Research Timeframe <i>Monthly outputs (factsheets)</i>	1. Start collect data: end of 1 st week of 1 st month			5. Preliminary presentation: 3 rd week of 2 nd month		
	2. Data collected: throughout month (stops by 29 th)			6. Outputs sent for validation: end of 3 rd week of 2 nd month		
	3. Data analysed: end of 1 st week of 2 nd month			7. Outputs published: end of 4 th week of 2 nd month		
	4. Data sent for validation: beginning of 2 nd week of 2 nd month			8. Final presentation: By the end of 2 nd month		
Research Timeframe <i>Bimonthly outputs (situation overviews)</i>	1. Start collect data: start of the 1 st month			5. Preliminary presentation: 1 st week of 4 th month		
	2. Data collected: end of the 2 nd month			6. Outputs sent for validation: 1 st week of 4 th month		
	3. Data analysed: end of 1 st week of 3 rd month			7. Outputs published: 2 nd week of 4 th month		
	4. Data sent for validation: beginning of 2 nd week of 3 rd month			8. Final presentation: 3 rd week of 4 th month		
Number of assessments	<input type="checkbox"/>	Single assessment (one cycle)				
	X	Multi assessment (more than one cycle) <i>Monthly</i>				
Humanitarian milestones	Milestone			Deadline		
	X	Donor plan/strategy			ECHO/OFDA strategy, end of the year	

Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	X	Inter-cluster plan/strategy UN OCHA HNO & HRP	REACH will feed H2R data to support the 2021 Nigeria Humanitarian Needs Overview and Humanitarian Response Plan.
		ISWG	Monthly findings to be presented at the ISWG.
	<input type="checkbox"/>	Cluster plan/strategy	_/_/_/_/_/_
	<input type="checkbox"/>	NGO platform plan/strategy	regular presentations to INGO Forum
	X	CH Analysis Workshop	REACH through participation in bi-annual CH analysis workshops and FSL WASH/Nutrition/health analysis working group will provide timely updates and participation in analysis to identify areas with highest levels / highest risk levels of severe/extreme food insecurity
Audience Type & Dissemination Specify who will the assessment inform and how you will disseminate to inform the audience	Audience type X Strategic X Programmatic X Operational		Dissemination X General Product Mailing (e.g. REACH Nigeria mailing list, which includes sectoral and inter-sectorial coordination mail to NGO consortium; OHCT participants; donors) X Cluster Mailing X Presentation of findings at Cluster meetings X Website Dissemination (Relief Web, REACH Resource Centre, & HDX) X Following the 6th month of data collection, monthly sectoral factsheets and data sets reporting on conditions at the LGA level (6 total)
Detailed dissemination plan required	X	Yes	<input type="checkbox"/> No
General Objective	To assist humanitarian actors in making more informed decisions about the scale, scope and location of the humanitarian response through providing detailed information and longitudinal analysis on humanitarian needs, displacement dynamics, and service access in hard-to-reach areas in Nigeria.		
Specific Objective(s)	<ol style="list-style-type: none"> 1. To identify the cross-sectoral needs and vulnerabilities of populations in hard-to-reach areas, whether they are Internally displaced persons (IDP), returnees or host community members. 2. To provide up-to-date information on service provision and access in hard-to-reach areas. 3. To map main displacement patterns to and from hard-to-reach areas. 		
Research Questions	<ul style="list-style-type: none"> • What are the needs and vulnerabilities of IDP, returnee and host community populations in hard-to-reach areas with regards to Food Security and Livelihoods 		

	(FSL), Health, Nutrition, Shelter & Non-Food Items (NFIs), WASH, Education and Protection and how do these change over time? ¹ <ul style="list-style-type: none"> To which services and type of humanitarian assistance do IDP, returnee and host community populations in hard-to-reach areas have access and what access constraints exist? What are the key demographic characteristics (e.g. type of populations present such as IDPs, returnees, etc.) of populations living in H2R areas/settlements? What are the key displacement trends in North-east Nigeria (push and pull factors for new arrivals, month and area of origin of IDP arrivals, intentions to move, etc.)? 			
Geographic Coverage	<ul style="list-style-type: none"> H2R settlements in Local Government Areas (LGAs) across Borno (primarily), Adamawa and Yobe States Data collection will take place in secure locations, primarily garrison towns, in the following LGAs: Jere/MMC, Monguno, Gwoza, Mafa, Bama, Dikwa, Ngala, with a potential for expansion to Mobbar, Kala/Balge, Mubi and Gujba. As H2R areas become accessible to humanitarian actors, REACH will conduct rapid needs assessments to more clearly identify conditions in those areas, which will be determined as accessibility permits. 			
Secondary data sources	<ul style="list-style-type: none"> UN OCHA, WFP humanitarian needs overviews / situation reports IOM Displacement Tracking Matrix (DTM) WFP Monthly price monitoring ACLED, INSO Sector-led assessments as available in reference to H2R and surrounding areas (FS, WASH, Education, Health, Nutrition, etc.) Partner-led assessments as available in reference to H2R and surrounding areas (Save the Children, Plan, MSF etc) Academic papers Online media sources 			
Population(s) <i>Select all that apply</i>	<input checked="" type="checkbox"/>	IDPs in camp	<input checked="" type="checkbox"/>	IDPs in informal sites
	<input checked="" type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees [Other, Specify]
	<input checked="" type="checkbox"/>	Host communities	<input checked="" type="checkbox"/>	Returnees
Stratification <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/>	Geographical # 12 LGAs in Borno State Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Threshold for reporting at LGA level	<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 checked="" type="checkbox"/>	Semi-structured (Qualitative)

¹ Longitudinal analysis is only possible and will only be reported upon if the geographic coverage remains the consistent over time, i.e. data is being compared from the same H2R wards month to month.

	Sampling method		Data collection method			
Structured data collection tool # 1 <i>Select sampling and data collection method and specify target # interviews</i>	X Purposive		X Key informant interview (KII) (Target #): varies by LGA, aiming to cover at least 5% of settlements per month			
Semi-structured data collection tool (s) # 1 <i>Multi-Sectoral Service Access Gap FGD</i>	X Purposive		X Focus group discussion (Target #): minimum of 3 FGD per LGA per month, to be led by saturation. KIs who are newly arrived internally displaced persons (IDPs) who have left a hard-to-reach settlement in the last 3 months			
Semi-structured data collection tool (s) # 2 Participatory Mapping FGD	X Purposive		X Focus group discussion (Target #): minimum of 3 FGD per LGA per month, to be led by saturation. KIs who are newly arrived internally displaced persons (IDPs) who have left a hard-to-reach settlement in the last 3 months			
Target level of precision if probability sampling	N/A		N/A			
Data management platform(s)	X	IMPACT	<input type="checkbox"/>	UNHCR		
Expected output type(s)	X	Situation overview #: bi-monthly	<input type="checkbox"/>	Report #: __	<input type="checkbox"/>	Profile #: __
	<input type="checkbox"/>	Presentation (Preliminary findings) #: __	<input type="checkbox"/>	Presentation (Final) #: __	X	Factsheet #: 7 sectors monthly
	<input type="checkbox"/>	Interactive dashboard #: __	<input type="checkbox"/>	Webmap #: __	X	Map #: as needed
	<input type="checkbox"/>	[Other, Specify] #: __				
Access	X	Public (available on REACH resource centre and other humanitarian platforms)				
	X	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) Sensitive data will be shared via UN OCHA and ISWG on a need to know basis; all other data is publicly available.				
Visibility <i>Specify which logos should be on outputs</i>	All product should be REACH branded, with visible OFDA and ECHO logos included, where other partners support or fund data collection, their logos should be included or references provided on each document.					

2. Rationale

2.1. Rationale

The continuation of conflict in Northeast Nigeria has created a complex humanitarian crisis, rendering sections of Borno state as hard to reach. UN OCHA estimates that 820,000 individuals remain isolated in areas inaccessible to the humanitarian response and with limited access to basic services such as health care and education. Specific conditions and needs of the population in hard to reach (H2R) settlements remain unknown, and population figures, as well as demographic composition and status (non-displaced, IDP, returnee), are formulated with little actual knowledge of the situation. The purpose of the H2R assessment is to address information gaps facing the humanitarian response in Northeast Nigeria and inform humanitarian actors on the demographics of individuals in hard-to-reach areas of Northeast Nigeria, as well as to identify their needs, access to services and movement intentions.

3. Methodology

2.1. Methodology overview

Key Informant Interviews (KII) will be conducted in accessible locations, with Key Informants (KI) who are either IDPs arriving from the H2R areas within the last three months or those who have had contact with someone living in the H2R area in the last one month. Similarly, FGDs on service access and participatory mapping will be conducted in accessible locations, with KIs who are IDPs arriving from the H2R areas within the last three months. All KIs will be purposively sampled. Quantitative data will be aggregated to the settlement level and analysed at the LGA level, and findings will only be reported if at least 5% of settlements in an LGA were assessed. FGD data will be analysed to provide further explanation of the results from the quantitative data. The data from the KIIs and FGDs is indicative of broad trends only, not statistically generalizable.

2.2. Population of interest

In recognition of the lack of information on populations remaining in H2R areas, this assessment focuses on IDP and host community populations in H2R or inaccessible areas in Borno State. For the purpose of this assessment, H2R areas are defined as those areas of the state that are not regularly accessible to international humanitarian actors. Data is collected at the lowest possible administrative unit – individual settlements – as derived from the most recent version of the Vaccination Tracking System (VTS) dataset (released in February 2019 on vts.eocng.org). The level of coverage (proportion of settlements assessed in a given LGA²) will be declared for each product when results are presented. LGA-level reporting in which less than 5% of settlements have been assessed will not be included in published REACH products.

2.3. Secondary data review.

Secondary data will be used throughout all stages of the research cycle to identify locations most in need of data collection, to support in the design of tools and to triangulate data produced:

- Selecting geographic coverage: Areas **without** secondary data will be targeted for H2R data collection, especially when this is a result of limited humanitarian access. Through discussions with humanitarian partners, existing analysis processes (HNO and the ISWG) hard-to-reach areas will be identified and targeted in data collection.
- Triangulation of H2R data in analysis and product drafting: To triangulate information produced through H2R data produced by UN OCHA, WFP and specific clusters, when available and appropriate, will be used to verify and confirm findings.

2.4. Primary Data Collection

Quantitative data collection tools

Quantitative data is collected, currently, in six LGA capitals: Bama, Dikwa, Gowza, Maiduguri, Monguno, and Ngala. Pending access, the data collection teams may expand to other accessible areas in the future. Data is collected through a

² In the future, the project may move to reporting on the level of coverage at the ward level.

structured multi-sector survey tool that captures settlement-level information on displacement, FSL, WASH, Shelter, Nutrition, Protection, Education, and Health.

The tool is available in English, Hausa, and Kanuri, with translations provided by Translators Without Borders. Data is collected on mobile phones through Kobo Toolbox. At the end of each data collection day, the forms are uploaded to the Kobo server, after which the datasets are merged, cleaned and uploaded to the REACH/IMPACT server on a daily basis. Data is collected by enumerators who are supervised by Field Officers who in turn are managed by a Field Manager and Assessment Officer. Before the start of data collection each morning, enumerators are briefed by Field Officers based on the data cleaning process of the previous day (described in the next section) to ensure appropriate coverage, debrief on any potential data collection errors and to achieve the highest quality in data collection.

Qualitative data collection tools

In order to provide a more in-depth understanding of the dynamic context as well as to complement data collected through the quantitative tool, the monthly data collection cycle also entails FGDs. FGDs are conducted by Field Officers, with Enumerators translating when necessary. FGDs are separated by gender and age when there are enough participants.

- *Displacement mapping tool*: A participatory mapping tool for use within FGDs to capture displacement flows and push and pull factors to secure locations and from H2R areas. This is conducted each month to provide an analysis of displacement trends per geographical area. FGD participants are purposively sampled new arrivals (IDPs who arrived within the last three months).
- *Service access gap tool*: The service access gap FGD tool is used to capture the level of access to sectoral services (FS, ERL, Health, Nutrition, Shelter & NFI, WASH, Education and Protection) and service access constraints. In the majority of cases this tool is used to look at wider settlement-level service access trends, with participants purposively selected according to their origin in a specific ward. Participants are purposively sampled new arrivals (IDPs who arrived within the last three months).
- *Monthly module*: A short module may also be introduced in addition to the service mapping gap tool, that will vary in theme depending on the findings from the previous months' H2R data collection, the interests of sectors and humanitarian partners, the needs of the displaced populations and/or the status of the response. For example, modules may inquire about recipients experience in receiving humanitarian aid services, or may query their intentions to return to their place of origin.

Given the dynamic and fast-moving nature of the Nigeria crisis, data collection is occurring for areas that are inaccessible. This restricts the sampling methods to:

1. KIs who are newly arrived internally displaced persons (IDPs) who have left a hard-to-reach settlement in the last 3 months.
2. KIs who have had contact with someone living in the H2R area in the last one month. (traders, migrants, family members, etc.)

Due to this sampling approach and the Hard-to-Reach methodology in general, data is only indicative and not representative.

Where possible, only KIs that have arrived very recently (0-3 weeks prior to data collection) will be interviewed.

KIs report on the settlement level. A minimum of one KI per settlement is required, and teams will seek to avoid more than 5 KIs per settlement in order to avoid inefficiencies.

For focus group discussions (FGDs) a purposive approach will also be employed. Field Officers will seek out people with knowledge of the ward in question.

2.5. Data Processing & Analysis

Every day, at the end of data collection, the surveys are uploaded on the REACH/IMPACT Kobo-server and downloaded in csv format as one dataset for a specific site. This dataset is cleaned during the evening, logging deleted entries and value changes, whilst the raw dataset is also stored. Given more than one quantitative survey may be collected on a given settlement, data from key informants reporting on the same settlement is aggregated to the settlement level using a R script. To reconcile divergent responses when responses are aggregated to the level of the settlement, the most common response provided by the greatest number of KIs is reported for that settlement. Questions in which the KIs from the same hard-to-reach settlement did not provide a most-common, or consensus response, are reported as “no consensus”. Data is analysed by the Assessment Officer feeding the R script output on Excel and/or Tableau. The FGDs notes are typed and sent to the Field Manager to be stored in a clearly labelled folder. An Assessment Officer analyses the FGDs to identify trends and themes at the LGA level. As both KI and FGD participants may have left the settlement anytime in a 3 month time period, the results may be indicative of the situation in the H2R area at different periods of time.

3. Roles and responsibilities

Table 2: Description of 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 (AO)	Country Coordinator (CC)	GIS Team, Geneva Research Unit (GRU), Global Data Analysis Specialist	Sectors, UN OCHA, relevant partners
<i>Supervising data collection</i>	Field Manager (FM)	AO	GIS Team	Clusters, UN OCHA, relevant partners
<i>Data processing (checking, cleaning)</i>	Data Base Assistant	Senior Database Officer	GIS Team, Assessment Office	AO, FM
<i>Data analysis</i>	AO, GIS Team	GIS Team head	GIS Team, GRU	CC
<i>Mapping</i>	GIS Team	GIS Team head	GRU	CC
<i>Output production</i>	AO	GIS Team head	GIS Team, CC, GRU	
<i>Factsheets</i>	GIS Team	AO	GRU, CC, GIS Team head	
<i>Situation Overview</i>	AO	GIS Team head	GISO, CC, GRU	
<i>Dissemination</i>	AO	CC	Geneva	
<i>Monitoring & Evaluation</i>	AO, GIS Team	CC	Geneva	
<i>Lessons learned</i>	AO, GIS Team	CC	Geneva	

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

4. Data Analysis Plan

RESEARCH QUESTIONS ADDRESSED WITH SEMI-STRUCTURED TOOL(S)

Research Questions	SUBQ#	Sub-research Question	Questionnaire QUESTION	Probes	Data collection method	Key disaggregations
N/A	A.1.1	Facilitator name	Facilitator name	N/A	FGD	
	A.1.2	Note taker name	Note taker name	N/A	FGD	
	A.1.3	Settlement and Ward name	Which settlement and ward do the participants have knowledge of?	N/A	FGD	
	A.1.4	LGA and origin the H2R area is in.	Which LGA and state is the HARD TO REACH area in?	N/A	FGD	
	A.1.5	How do they know about this settlement? (Recently left and when, HH member visited, Regular contact etc.)	How do they know about this settlement? (Recently left and when, HH member visited, Regular contact etc.)	N/A	FGD	
	A.1.6	Participants age	Please circle your age range.	N/A	FGD	
What are the dynamics and patterns of displacement from an identified area of interest?	B.1.1	What were the push factors for displacement?	Of those who left the [HARD TO REACH] area in the last three months, why did MOST of them choose to leave?		FGD	ward of interest gender (depending on group composition) age group (depending on group composition)
	B.1.2	What are the demographics of the remaining population different than the original population?	How is the remaining population in the [HARD TO REACH] area different from the original population, before the conflict?		FGD	ward of interest gender (depending on group composition) age group (depending on group composition)

	B.1.3	What are the pull factors to various locations?	Of those who left the [HARD TO REACH] area in the last three months, did everyone go to the same location? If not, please identify the other directions people fled to? [identify on the map]	Why did people go to these different locations?	FGD	ward of interest gender (depending on group composition) age group (depending on group composition)
	B.1.4	Why do people go to a particular location first?	Where did most people from the [HARD TO REACH] area go to originally? [identify on the map]	Why did they go to this location? How long did they stay there? What routes did people take to get there?	FGD	ward of interest gender (depending on group composition) age group (depending on group composition)
	B.1.5	How are people completing their journeys?	Did people go to one location and stay there or were their multiple phases of their journey?	[if so ask them about this and identify on the map]	FGD	ward of interest gender (depending on group composition) age group (depending on group composition)
	B.1.6	What transportation did people use?	How did they travel (on foot, car, bicycle, other)? How much did it cost?	[Note if the cost is per person or another unit]	FGD	ward of interest gender (depending on group composition) age group (depending on group composition)
	B.1.7	What are the challenges people face on the routes?	Were there any challenges on these routes?	If so, what were the challenges? o Where did they occur?	FGD	ward of interest gender (depending on group composition) age group (depending on group composition)

	B.1.8	What are the pull factors to this location?	Why did people come to/stay in this particular location?	Were there other locations they could have gone to? If so, why did they choose to come here? Are people free to move to another location now, if they wanted to? If not, why not?	FGD	ward of interest gender (depending on group composition) age group (depending on group composition)
	B.1.9	What are people's future intentions, in relation to their displaced location?	Do people intend to stay here in this location?	If so, why? If not, where do they plan to go? Is this a temporary move or permanent move? Why?	FGD	ward of interest gender (depending on group composition) age group (depending on group composition)
	B.1.10	What are people's future intentions, in relation to the HARD TO REACH area?	Do you personally expect to visit (temporarily or permanently) the [HARD TO REACH] area again? Under what conditions would you or others decide to go with their families permanently back to the [HARD TO REACH] settlement?	If so, why?	FGD	ward of interest gender (depending on group composition) age group (depending on group composition)
	B.1.11	What pull or push factors would led to people returning to the HARD TO REACH areas?			FGD	ward of interest gender (depending on group composition) age group (depending on group composition)
	B.1.12	What are the future intentions of people still in the HARD TO REACH area?	Do people in [HARD TO REACH] intend to stay in that location?	If so, why? If not, where do they plan to go?	FGD	ward of interest gender (depending on group composition) age group (depending on group composition)

	B.1.13	Are people free to move?	If they want to, are they free to move to a new location?		FGD	ward of interest gender (depending on group composition) age group (depending on group composition)
Why does some of the population remain in the settlement?	C.1.1	Why do some people remain in the settlement?	Of those who remain in the [HARD TO REACH] settlement, why are they remaining?		FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
	C.1.2	Are the people remaining in the settlement from more vulnerable population groups?	What kinds of people mostly remain in the settlement? Why is it that those kinds of people mostly remain?	(examples: gender, age, social status, livelihood, religion, others?)	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
What are the priority needs of the remaining population?	C.1.3	What are the priority needs of the remaining population?	Among those who are still in the [HARD TO REACH] settlement, what are the top three priority needs for most people now?	How would you rank these needs? Why are these the highest priority?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
How accessible is the HARD TO REACH area?	C.1.4	Is the HARD TO REACH area receiving outside information?	What kind of information are you getting now from the [HARD TO REACH] settlement if any?	How are you getting this information? Do you trust this information? If not, why not?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)

	C.1.5	Can humanitarian or the government access the HARD TO REACH area?	In the month before you left, were the populations in [HARD TO REACH] settlement accessible to humanitarian service providers or government / other communities?	Why were they accessible or why were they not accessible?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
What is the access to food and livelihoods?	C.1.6	What are the main sources of food?	In the month before you left, what was the most usual source of food for MOST people in [HARD TO REACH] settlement?	Has the most usual source of food changed in the last 3 months? If so, when did it change? Why did it change?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)

	C.1.7	Can people access sufficient food?	In the month before you left, was there sufficient access to food in the [HARD TO REACH] area?	<p>If not, why not?</p> <p>If not, in the month before you left, what did people do when there was not enough food?</p> <p>DO NOT SUGGEST ANY SPECIFIC COPING STRATEGIES. Ask probing questions relating to each of the coping strategies they mention:</p> <p>Is this something people would normally do before the conflict?</p> <p>How often did people use these coping strategies?</p>	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
	C.1.8	Can people access a market?	In the month before you left, was there a functioning market in the area?	<p>If there was one, was the market different than it was before the conflict? How?</p> <p>If there was not one, why not?</p>	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
	C.1.9	What livelihoods are people performing?	In the month before you left, what types of livelihoods activities were people in [HARD TO REACH AREA] performing?	<p>What barriers, if any, exist to them performing these livelihood activities?</p> <p>Were people performing other livelihood activities before the conflict? If so, which ones? Why has it changed?</p>	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)

	C.1.10	Are communities farming in the same way they normally would?	Have farming practices changed since before the conflict?	If so, how? Why?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
	C.1.11	Has something caused farming practices to change recently?	Did farming practices change in the last three months before you left the [HARD TO REACH] settlement?	If so, how? Why?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
	C.1.12	Do people feel safe?	In the month before you left, did most people feel safe most of the time in the [HARD TO REACH] settlement?	If so, why? If not, why not?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
What are the protection needs of the remaining population?	C.1.13	What are the main protection concerns?	In the month before you left, what were the protection concerns that effected the most people in the [HARD TO REACH] settlement?	How did the protection concerns vary by gender, age, or for other groups of the population (examples of other groups: wealth, religion, tribe, disability status, IDPs, returnees)? Did the protection concerns change in the three months before you left the [HARD TO REACH] area?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)

	C.1.14	Are there unaccompanied children?	In the month before you left, were there children living without a caretaker or relative looking after them in the [HARD TO REACH] settlement?	If so, why were they without a caretaker or relative?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
	C.1.15	Have people been separated from close relatives?	Are you currently separated from close relatives (inner family, like parents, siblings, spouse, children or people whom you used to live with before displacement) who are still in [HARD TO REACH AREA]?	If yes, when did the separation occur? If yes, what caused the separation? If yes, are you currently in contact with those from whom you are separated? What method do you use to stay in contact? How frequently are you in contact?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
	C.1.16	Are health services available?	In the month before you left, to what extent was there access to health care in the [HARD TO REACH] settlement?	If there was some access, what kinds of staff were available and what services did they offer? If no access, why not? If no access, how did people cope with the lack of services? How did these coping strategies vary by gender, age, or other characteristics?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
What are the health needs of the population?						

	C.1.17	What is the main cause of death?	In the month before you left, were people dying in the settlement?	If yes, what were the most frequent causes of death? Did the cause of death vary with different population groups (age, gender, IDPs, etc.)?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
What is the access to WASH services?	C.1.18	Do people have access to clean water?	In the month before you left, was there clean/safe drinking water in the [HARD TO REACH] settlement?	If no, why was there not a clean/safe water source?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
	C.1.19	Are people using latrines?	In the month before you left, to what extent did people use latrines regularly in [HARD TO REACH] settlement?	Why or why not?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
	C.1.20	Are people using soap?	In the month before you left, were people in [HARD TO REACH] settlement using soap?	If so, how did they get the soap? If the use of soap has changed, why has it changed?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)

What is the access to education services?	C.1.21	Is education accessible?	In the month before you left, what kind of, if any, education services (formal or informal) were available in the [HARD TO REACH] settlement?	If no, what were the main barriers to accessing education? Explain why for each barrier. Was attendance different for boys and girls? If so, why? Did access to education services (formal or informal) change in the last 3 months before you left the [HARD TO REACH] settlement?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
	C.1.22	Have perceptions towards education change?	Have community perceptions towards education changed since the beginning of the conflict?	If yes, how? Why?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
What are the shelter needs?	C.1.23	What is the state of access to shelter?	In the month before you left, was anyone sleeping in the open, without a shelter in the [HARD TO REACH] area?	If yes, why? What groups of people were without shelter? (examples: host community, IDPs, returnees, women, men, children, elderly, etc.)	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)

	C.1.24	Have the main types of shelters changed?	Are the types of shelters people are using in the [HARD TO REACH] settlement different than they were before the conflict?	If so, why? If some shelters were destroyed in the conflict, have any shelters been rebuilt? If yes, by who? If not, why not?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)
	C.1.25	Do population groups have different access to shelters?	Did the main shelter type vary for host community, IDPs, returnees, or other groups within the [HARD TO REACH] population?	If so, how did it vary? Why?	FDG	ward of interest gender (depending on group composition) age group (depending on group composition)

RESEARCH QUESTIONS ADDRESSED WITH STRUCTURED TOOL(S)

Research questions	IN #	Data collection method	Indicator group / sector	Indicator / Variable	Questionnaire Question	Questionnaire Responses	Data collection level
					The beginning of most questions will depend on the KI's response to question A.1.9. If they select that they have direct knowledge, questions will begin "In the month before you left" (as shown in the table below). If they select that they have indirect knowledge, questions will begin "In the last month".		
N/A	A.1.1.	KI Interview	Key characteristics	Enumerator base	Please specify your (enumerator) base:	List of active bases	N/A
	A.1.2.	KI Interview	Key characteristics	Enumerator number	Please specify your (enumerator) ID number:	Number choices 1-30	N/A
	A.1.3.	KI Interview	Key characteristics	KI Gender	Please indicate the gender of your key informant.	male; female	Individual
	A.1.4.	KI Interview	Key characteristics	KI Age	What is your (key informant) age?	18-25; 26-35; 36-45; 46-55; 56-65; 66+	Individual
	A.1.5.	KI Interview	Key characteristics	H2R state	What state is the hard to reach area in?	Borno; Adamawa; Yobe; Other	N/A
	A.1.6.	KI Interview	Key characteristics	H2R LGA	What LGA is the hard to reach area in?	list of all LGAs in selected state	N/A

	A.1.7.	KI Interview	Key characteristics	H2R ward	What ward is the hard to reach area in?	list of all wards in selected LGA	N/A
	A.1.8.	KI Interview	Key characteristics	H2R settlement	What is the name of the settlement?	list of all settlements in selected ward	N/A
	A.1.9.	KI Interview	Key characteristics	Type of contact	How did you get knowledge about \${info_settlement_final}?	I was living in the settlement myself; I talked with someone who is currently living in the settlement or had been to the settlement	Individual
	A.1.10	KI Interview	Key characteristics	remote contact-confirm timeframe	To confirm, you have talked with someone living in \${info_settlement_final} or someone who visited \${info_settlement_final} IN THE LAST ONE MONTH?	Yes; No	Individual
	A.1.11	KI Interview	Key characteristics	remote contact-method	What is the MAIN method you used to contact someone living in \${info_settlement_final}?	through talking with friends and family in person; through talking with friends and family on a mobile phone; through talking with transporter / taxi drive; through talking with traders; other; no response or I don't want to answer; I don't know	Individual
	A.1.12	KI Interview	Key characteristics	direct contact-confirm timeframe	To confirm, you have been to \${info_settlement_final} IN THE LAST THREE MONTHS?	Yes; No	Individual
	A.1.13	KI Interview	Key characteristics	direct contact-timing	When was the last time you were in \${info_settlement_final}?	one month ago; two months ago; three months ago	Individual
	A.2.1	KI Interview	Demographics	% of (de)populated settlements	In the month before you left, were ANY members of the ORIGINAL POPULATION, i.e. those who have not been displaced, still living in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
What are the demographics and vulnerabilities of the populations remaining in the H2R areas?							

	A.2.2	KI Interview	Demographics	% of settlements per proportion of remaining population	In the month before you left, what proportion of the ORIGINAL population, ie those who have not been displaced, remain in the settlement?	Less than half (few or some); Around half; More than half (most or almost all); All; No response or I don't want to answer; I don't know	Settlement
	A.2.3	KI Interview	Demographics	% of settlements with traditional community leaders	In the month before you left, were ANY traditional community leaders present in the settlement? (committees, village leaders, etc)	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.2.4	KI Interview	Demographics	% of settlements with IDPs	In the month before you left, were ANY IDPs living in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.2.5	KI Interview	Demographics	% of settlements per given proportion of IDP population	In the month before you left, what proportion of the total population of the settlement were IDPs?	Less than half (few or some); Around half; More than half (most or almost all); All; No response or I don't want to answer; I don't know	Settlement
	A.2.6	KI Interview	Demographics	% of settlements per IDP date of most recent arrival	When did the MOST RECENT IDPs arrive in the settlement?	Less than 1 month ago; 1-3 months ago; 4-6 months ago; 7-12 months ago; More than 1 year ago; No response or I don't	Settlement

					want to answer; I don't know	
A.2.7	KI Interview	Demographics	% of settlements with IDPs	Do you know where the MOST RECENT IDPs came from in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.2.8	KI Interview	Demographics	% of settlements per main state of present IDP's displacement	What state were the MOST RECENT IDPs from?	Borno; Adamawa; Yobe; Other	Settlement
A.2.9	KI Interview	Demographics	% of settlements per main LGA of present IDP's displacement	What LGA were the MOST RECENT IDPs from?	list of all LGAs from selected state	Settlement
A.2.10	KI Interview	Demographics	% of settlements with abductees	In the month before you left, was anyone living in the settlement an abductee?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.2.11	KI Interview	Demographics	% of settlements per given proportion of abductees	In the month before you left, what proportion of people living in the settlement were abductees?	Less than half (few or some); Around half; More than half (most or almost all); All; No response or I don't want to answer; I don't know	Settlement
A.2.12	KI Interview	Demographics	% of settlements with abductees	Do you know where the MOST abductees came from in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.2.13	KI Interview	Demographics	% of settlements per main state of abductee origin	What state were MOST abductees from?	Borno; Adamawa; Yobe; Other	Settlement
A.2.14	KI Interview	Demographics	% of settlements per main LGA of abductee origin	What LGA were MOST abductees from?	list of all LGAs from selected state	Settlement
A.2.15	KI Interview	Demographics	% of settlements with returnees	Have ANY of the original population of the settlement returned to the settlement after being displaced in another area?	Yes; No; No response or don't want to answer; I don't know	Settlement

	A.2.16	KI Interview	Demographics	% of settlements per main returnee reason	In the month before you left, what was the MAIN reason the majority of people returned to the settlement?	Returning to get their family members and then leave again with their family; People returning temporarily to farm or harvest; People who were abducted but escaped and came home; People returning from IDP camps to stay permanently; Returning to visit their family members; Other; No response or I don't want to answer; I don't know	Settlement
	A.2.17	KI Interview	Demographics	% of settlements with children under 5	In the month before you left, were there ANY children under 5 living in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.2.18	KI Interview	Demographics	% of settlements with pregnant or lactating women	In the month before you left, were there ANY pregnant or lactating women in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.2.19	KI Interview	Demographics	% of settlements per main remaining reason	Why did MOST PEOPLE remaining in the settlement stay in the settlement when you left?	Did not want to leave family members behind; Afraid of traveling; Did not have enough money to leave; Too weak, sick, or old to leave; Other; No response or I don't want to answer; I don't know	Settlement
What are the food security and livelihoods needs of populations remaining in H2R areas?	A.3.1	KI Interview	Food security and livelihoods	% of settlements per hunger level	In the month before you left, how bad was hunger for MOST people because they were not able to access enough food in the settlement?	Almost no hunger; Hunger is small, strategies are available to cope with the reduced access to food; Hunger is bad, limited options to cope with the reduced access to food; Hunger is the worst it can be, all over the settlement, and causing many	Settlement

						deaths; No response or I don't want to answer; I don't know	
A.3.2	KI Interview	Food security and livelihoods	% of settlements per main reason populations do not adequately access food	In the month before you left, what was the MAIN reason people couldn't access enough food in the settlement?		Natural causes (related to the weather, flooding, pests, or similar causes); Unsafe access to land; Crops have been stolen or destroyed; No functioning market or prices in market are too high; Other; No response or I don't want to answer; I don't know	Settlement
A.3.3	KI Interview	Food security and livelihoods	% of settlements per main types of food	In the month before you left, what types of food were REGULARLY eaten by MOST people in the settlement?		Cereals and roots (examples: sorghum, maize, millet, rice, bread, porridge, cassava); Beans, groundnuts, paste, other nuts; Fruit, cultivated and wild (examples: mangos, bananas, coconuts, palm fruit); Greens and vegetables; Meat and eggs; Milk and dairy (examples: milk, yogurt, cheese); No response or I don't want to answer; I don't know	Settlement

A.3.4	KI Interview	Food security and livelihoods	% of settlements per main source of food	In the month before you left, where did MOST people get their food from in the settlement?	Own production (cultivated); Own production (livestock); Foraged for wild foods; Hunting; Fishing; Bought with cash; Exchange goods for food; Given by family, friends, or other local people; Humanitarian assistance; Government food distribution; Other; No response or I don't want to answer; I don't know	Settlement
A.3.5	KI Interview	Food security and livelihoods	% of settlements per frequency of wild food consumption	In the month before you left, did MOST people eat wild plants that are not usually a part of their diet as part of a main meal?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.3.6	KI Interview	Food security and livelihoods	% of settlements per average number of meals	In the month before you left, how many meals did MOST people consume per day in the settlement?	Less than 1; 1; 2; 3; More than 3; No response or don't want to answer; I don't know	Settlement
A.3.7	KI Interview	Food security and livelihoods	% of settlements with access to food assistance, per type	In the month before you left, have ANY people received food distributed by an outside organization WITHIN the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.3.8	KI Interview	Food security and livelihoods	% of settlements with access to a functioning market	In the month before you left, were there ANY functional markets people could walk to FROM the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.3.9	KI Interview	Food security and livelihoods	% of settlements with guarded markets	Were any of those markets guarded by security forces?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.3.10	KI Interview	Food security and livelihoods	% of settlements with community member access	Are MOST community members in the settlement allowed to buy things at the markets?	Yes; No; No response or don't want to answer; I don't know	Settlement

	A.3.11	KI Interview	Food security and livelihoods	% of settlements per type of impact of cereal prices on food access	In the month before you left, was there an increase in the price of CEREALS (sorghum, maize, millet, etc) available in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.3.12	KI Interview	Food security and livelihoods	% of settlements per food consumption coping strategy	In the month before you left, when there was not enough food in the settlement, what did ANY people do to cope with the lack of food? (read options out loud)	Not relevant, everyone always had enough food to eat in the last month; Rely on less preferred and less expensive food (i.e. cheaper, lower quality food); Borrow food from others; Eat wild foods that are not commonly part of their diet; Limit portion sizes at meal times; Adults do not eat so children can eat; Reduce number of meals eaten in a day; Skip entire days without eating; None, people did not change their behaviours; Other; No response or I don't want to answer; I don't know	Settlement

	A.3.13	KI Interview	Food security and livelihoods	% of settlements per livelihood coping strategy	In the month before you left, when there was not enough food in the settlement, what did ANY people do to find new sources of food? (read options out loud)	Not relevant, everyone always had enough food to eat in the last month; Borrow food or money; Gather wild food; Consume seed stock meant for next season or harvest crops that are not yet ready; Send children to eat with neighbours; Sell home assets; Selling or slaughtering more livestock than normal for this time of year; More hunting than normal for this time of year; More fishing than normal for this time of year; Sending families out to displacement camps to receive food aid; None, people did not change their behaviours; Other; No response or I don't want to answer; I don't know	Settlement
	A.3.14	KI Interview	Food security and livelihoods	% of settlements per livelihood activity	In the month before you left, which of the following activities did ANY people in the settlement engage in? (read options out loud)	Subsistence Farming; Farming to sell; Livestock; Hunting; Fishing; Casual labour; Market seller / shop keeper / trader; Transportation; Remittances (receiving money from relatives or friends outside of the settlement); Service (doctor, teacher, etc.); Other; No response or I don't want to answer; I don't know	Settlement

	A.3.15	KI Interview	Food security and livelihoods	% of settlements per livelihood activity when there is no conflict	What are the livelihoods activities of ANY people who live in the settlement when there is NOT a conflict?	Subsistence Farming; Farming to sell; Livestock; Hunting; Fishing; Casual labour; Market seller / shop keeper / trader; Transportation; Earning salaries; Remittances (receiving money from relatives or friends outside of the settlement); Service (doctor, teacher, etc.); Other; No response or I don't want to answer; I don't know	Settlement
	A.3.16	KI Interview	Food security and livelihoods	% of settlement with usual livelihood access	In the month before you left, did MOST people in the settlement have access to their usual livelihood activity?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.3.17	KI Interview	Food security and livelihoods	% of settlement per livelihood barrier	In the month before you left, for ANY people not accessing their usual livelihood activity, what could they not access?	Land for farming; Waterways for fishing; Land for animal grazing; Markets for buying materials or selling goods; Transportation; Seeds or livestock; They were not healthy enough; Other; No response or I don't want to answer; I don't know	Settlement
	A.3.18	KI Interview	Food security and livelihoods	% of settlement per change in land access	In the month before you left, did MOST people have access to MORE land, LESS land, or the SAME amount of land for cultivation in the settlement, compared to the same time last year?	less land than this time last year; the same amount of land as this time last year; more land than this time last year; No response or I don't want to answer; I don't know	Settlement
	A.3.19	KI Interview	Food security and livelihoods	% of settlements with sufficient access to seeds, tools, etc.	In the month before you left, did MOST people have sufficient access to ENOUGH seeds / tools / etc in the settlement to	Yes; No; No response or don't want to answer; I don't know	Settlement

				sustain their usual agricultural livelihoods?		
A.3.20	KI Interview	Food security and livelihoods	% of settlement harvesting in previous rainy season	Did ANY people in the settlement plant and harvest in the previous rainy season?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.3.21	KI Interview	Food security and livelihoods	% of settlement with access to livestock	In the month before you left, did ANY people own livestock in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.3.22	KI Interview	Food security and livelihoods	% of settlement with most people who normally access livestock able to access livestock	In the month before you left, were MOST people from the settlement who normally access livestock able to access ANY livestock?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.3.23	KI Interview	Food security and livelihoods	% of settlement relying on own harvest	Do MOST people in the settlement rely on their own farming and harvest as their main source of food?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.3.24	KI Interview	Food security and livelihoods	% of settlement per other harvest use	For people in the settlement who do not harvest primarily to feed themselves, what is the MOST common use for their harvest?	Not relevant, everyone harvests primarily to feed themselves; To pay a landlord; To sell in the market; To pay authorities or others; Other; No response or I don't want to answer; I don't know	Settlement
A.3.25	KI Interview	Food security and livelihoods	% of settlement with enough fuel	In the month before you left, did MOST people have access to enough fuel for lighting and cooking in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.3.26	KI Interview	Food security and livelihoods	% of settlement with electricity access	In the month before you left, did ANY people in $\{info_settlement_final\}$ have electricity?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.3.27	KI Interview	Food security and livelihoods	% of settlement per proportion of people having electricity	In the month before you left, what proportion of people in $\{info_settlement_final\}$ had electricity?	Less than half (few or some); Around half; More than half (most or almost all); All; No response or I don't want to	Settlement

						answer; I don't know	
What are the health needs of populations remaining in H2R areas?	A.4.1	KI Interview	Health	% of settlements with access to health facilities	In the month before you left, in the settlement, were there ANY FUNCTIONAL health facilities (e.g. clinic, hospital) that people could walk to?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.4.2	KI Interview	Health	% of settlements per distance of health facility	In the month before you left, how long did it take for MOST people to access those functional health facilities by foot FROM the settlement?	Under 30 minutes; 30 minutes to less than 1 hour; One hour to less than half a day; Half a day; More than half a day; No response or don't want to answer; I don't know	Settlement
	A.4.3	KI Interview	Health	% of settlements per main barrier to health care services	In the month before you left, what was the MAIN barrier to accessing health care services FROM the settlement?	There were never health facilities nearby; There are no health care workers in the area; There is no medicine available; The area is too insecure; Facilities were destroyed by conflict; Facilities were destroyed by natural disaster (flood, fire, or other); Lack of cash to pay for transportation or for Health Care fees; Other; No response or I don't want to answer; I don't know	Settlement
	A.4.4	KI Interview	Health	% of settlements with nutrition programming	In the month before you left, were there ANY feeding programmes that provided Plumpy Sup, CSB++ or other nutrition items available in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement

	A.4.5	KI Interview	Health	% of settlements per most common health problem	In the month before you left, what was the MOST COMMON health problem for people in the settlement?	No common health problems; Water borne diseases: Cholera, Diarrhoea, Typhoid; Malaria / Fever; Skin infections, chicken pox, measles; Lung diseases: Tuberculosis, cough, breathing problems; Malnutrition; Wounds from fighting or conflict; Heart Problems; Stomach Problems; Other; No response or I don't want to answer; I don't know	Settlement
	A.4.6	KI Interview	Health	% of settlements with excess mortality in past month	In the month before you left, have MORE people died than in PREVIOUS months for any reason in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.4.7	KI Interview	Health	% of settlements per perceived main cause of increase in death in past month	In the month before you left, what was the MAIN cause of an increase in deaths for MOST people in the settlement?	Water borne diseases: Cholera, Diarrhoea, Typhoid; Malaria / Fever; Skin infections, chicken pox, measles; Lung diseases: Tuberculosis, cough, breathing problems; Malnutrition; Wounds from fighting or conflict; Heart Problems; Stomach Problems; Child Birth; Other; No response or I don't want to answer; I don't know	Settlement

	A.4.8	KI Interview	Health	% of settlements per perceived main cause of death for children in past month	In the month before you left, what was the MAIN cause of death for children (younger than 18) in the settlement?	Water borne diseases: Cholera, Diarrhoea, Typhoid; Malaria / Fever; Skin infections, chicken pox, measles; Lung diseases: Tuberculosis, cough, breathing problems; Malnutrition; Wounds from fighting or conflict; Heart Problems; Stomach Problems; Child Birth; Other; No response or I don't want to answer; I don't know	Settlement
	A.4.9	KI Interview	Health	% of settlements per perceived main cause of death for adults in past month	In the month before you left, what was the MAIN cause of death for adults in the settlement?	Water borne diseases: Cholera, Diarrhoea, Typhoid; Malaria / Fever; Skin infections, chicken pox, measles; Lung diseases: Tuberculosis, cough, breathing problems; Malnutrition; Wounds from fighting or conflict; Heart Problems; Stomach Problems; Child Birth; Other; No response or I don't want to answer; I don't know	Settlement

	A.4.10	KI Interview	Health	% of settlements per perceived main cause of death for elderly in past month	In the month before you left, what was the MAIN cause of death for elderly in the settlement?	Water borne diseases: Cholera, Diarrhoea, Typhoid; Malaria / Fever; Skin infections, chicken pox, measles; Lung diseases: Tuberculosis, cough, breathing problems; Malnutrition; Wounds from fighting or conflict; Heart Problems; Stomach Problems; Other; No response or I don't want to answer; I don't know	Settlement
	A.4.11	KI Interview	Health	% of settlements per last time polio vaccination teams visited	When was the last time that polio vaccination teams visited the settlement?	Less than 6 months ago; 6 months- 11 months ago; 1- 3 years ago; 4- 5 years ago; 6- 10 years ago; More than 10 years ago; No response or I don't want to answer; I don't know	Settlement
	A.4.12	KI Interview	Health	% of settlements with children with potential polio symptoms	During the past three years, has any child (younger than 18) in the settlement developed a weak or paralyzed limb that became permanent?	Yes; No; No response or don't want to answer; I don't know	Settlement
What are the protection needs of populations remaining in H2R areas?	A.5.1	KI Interview	Protection	% of settlement per safety changes	In the month before you left, for MOST people, has the safety in the settlement gotten worse, gotten better or stayed the same as the previous month?	Better; Worse; Stayed the same; No response or I don't want to answer; I don't know	Settlement
	A.5.2	KI Interview	Protection	% of settlements with conflict incident with casualties in last month	In the month before you left, has there been ANY incident of conflict which has killed a civilian in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement

A.5.3	KI Interview	Protection	% of settlements with incidents of looting occurred in last month	In the month before you left, has there been ANY incident of property looting (where most property, including their harvest, was stolen from one or more households) in the settlement ?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.5.4	KI Interview	Protection	% of settlements per main safety concern for women	In the month before you left, what was the MAIN safety concern for WOMEN 18 years or older in \${info_settlement_final}?	Violence by AOG; Other conflict related violence; Tribe based violence; Sexual violence; Abduction; Forced recruitment; Looting/criminality; Family separation; Early/forced marriage; Domestic violence; Harassment to disclose information; No issue; Other; No response or I don't want to answer; I don't know	Settlement
A.5.5	KI Interview	Protection	% of settlements per main safety concern for men	In the month before you left, what was the MAIN safety concern for MEN 18 years or older in the settlement ?	Violence by AOG; Other conflict related violence; Tribe based violence; Sexual violence; Abduction; Forced recruitment; Looting/criminality; Family separation; Early/forced marriage; Domestic violence; Harassment to disclose information; No issue; Other; No response or I don't want to answer; I don't know	Settlement

	A.5.6	KI Interview	Protection	% of settlements per main safety concern for girls	In the month before you left, what was the MAIN safety concern for GIRLS younger than 18 years in the settlement ?	Violence by AOG; Other conflict related violence; Tribe based violence; Sexual violence; Abduction; Forced recruitment; Looting/criminality; Family separation; Early/forced marriage; Domestic violence; Harassment to disclose information; No issue; Other; No response or I don't want to answer; I don't know	Settlement
	A.5.7	KI Interview	Protection	% of settlements per main safety concern for boys	In the month before you left, what was the MAIN safety concern for BOYS younger than 18 years in the settlement ?	Violence by AOG; Other conflict related violence; Tribe based violence; Sexual violence; Abduction; Forced recruitment; Looting/criminality; Family separation; Early/forced marriage; Domestic violence; Harassment to disclose information; No issue; Other; No response or I don't want to answer; I don't know	Settlement
	A.5.8	KI Interview	Protection	% of settlements with unaccompanied children living in settlement	In the month before you left, were there ANY children (younger than 18) with no caretaker or relative looking after them living in the settlement ?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.5.9	KI Interview	Protection	% of settlements per status of current relations between host and IDP communities	In the month before you left, how were relations between MOST IDPs and the local community in the settlement ?	Good, with no incidents of conflict or dispute within the last month; Neutral, with few incidents of conflict or dispute within the last month; Poor, with many incidents of conflict or dispute within the last	Settlement

					month; No response or I don't want to answer; I don't know	
A.5.10	KI Interview	Protection	% of settlements with violent disputes	In the month before you left, did ANY disputes in the settlement end in violence?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.5.11	KI Interview	Protection	% of settlements per cause of disputes between IDPs and other community members	In the month before you left, what were the cause of MOST disputes between IDPs and other communities that resulted in violence in the settlement?	Land dispute; Food access dispute; Livestock access dispute; Water access dispute; Family dispute; Other; No response or I don't want to answer; I don't know	Settlement
A.5.12	KI Interview	Protection	% of settlements allowed to use light sources	In the month before you left, were people allowed to use light sources at night outside the home in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.5.13	KI Interview	Protection	% of settlements with women having to walk outside at night	In the month before you left, did MOST women have to walk outside the home at night in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.5.14	KI Interview	Protection	% of settlements with girls abducted	In the month before you left, are you aware of ANY girls, 18 years and younger, being abducted FROM the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.5.15	KI Interview	Protection	% of settlements with boys abducted	In the month before you left, are you aware of ANY boys, 18 years and younger, being abducted FROM the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement

A.5.16	KI Interview	Protection	% of settlements with women abducted	In the month before you left, are you aware of ANY women, older than 18, being abducted FROM the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.5.17	KI Interview	Protection	% of settlements with men abducted	In the month before you left, are you aware of ANY men, older than 18, being abducted FROM the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.5.18	KI Interview	Protection	% of settlements per where safety concerns are greater	Are safety concerns greater inside the settlement or outside of the settlement?	Inside the settlement; Outside the settlement; Safety concerns are the same inside and outside of the settlement; No response or don't want to answer; I don't know	Settlement
A.5.19	KI Interview	Protection	% of settlements with men free to move	During the past month, were MEN free to move within the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.5.20	KI Interview	Protection	% of settlements with women free to move	During the past month, were WOMEN free to move within the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.5.21	KI Interview	Protection	% of settlements with forced labour	During the past month, was ANYONE within the settlement enslaved or forced to labour against their will?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.5.22	KI Interview	Protection	% of settlements with landmine/UXO related accidents	In the month before you left, were there any landmine/UXO related accidents in the settlement, including both accidents with civilians and livestock?	Yes; No; No response or don't want to answer; I don't know	Settlement

What are the shelter needs of populations remaining in H2R areas?	A.6.1	KI Interview	Shelter	% of settlements per main shelter type used by host communities	In the month before you left, WHAT was the MOST COMMON shelter type used by those who have never been displaced from the settlement?	Permanent structure (e.g. brick, metal roof); Emergency Tent, from aid donor; Makeshift shelter (plastic sheet and other materials); Abandoned building; Community building (church, mosque, school, hospital); No shelter (sleeping in the open); Other; No response or I don't want to answer; I don't know	Settlement
	A.6.2	KI Interview	Shelter	% of settlements per living location for host community	In the month before you left, WHERE were MOST of those who have never been displaced living in the settlement?	In their original home; Another home in the same settlement; Community buildings (church, mosque, school, hospital); Away from their homes in the bush / swamp / forest / hills; Other; No response or I don't want to answer; I don't know	Settlement
	A.6.3	KI Interview	Shelter	% of settlements per main shelter type used by returnees	In the month before you left, WHAT was the MOST COMMON shelter type used by those in the settlement who are originally from the settlement, were displaced and have now returned?	Permanent structure (e.g. brick, metal roof); Emergency Tent, from aid donor; Makeshift shelter (plastic sheet and other materials); Abandoned building; Community building (church, mosque, school, hospital); No shelter (sleeping in the open); Other; No response or I don't want to answer; I don't know	Settlement

	A.6.4	KI Interview	Shelter	% of settlements per living location for returnees	In the month before you left, where were MOST people, who are originally from the settlement who had been displaced and have now returned, living within the settlement?	In their original home; Another home in the same settlement; Community buildings (church, mosque, school, hospital); Away from their homes in the bush / swamp / forest / hills; Other; No response or I don't want to answer; I don't know	Settlement
	A.6.5	KI Interview	Shelter	% of settlements per main shelter type used by IDPs	In the month before you left, WHAT was the MAIN shelter type used by IDPs in the settlement?	Permanent structure (e.g. brick, metal roof); Emergency Tent, from aid donor; Makeshift shelter (plastic sheet and other materials); Abandoned building; Community building (church, mosque, school, hospital); No shelter (sleeping in the open); Other; No response or I don't want to answer; I don't know	Settlement
	A.6.6	KI Interview	Shelter	% of settlements per living location for IDPs	In the month before you left, WHERE were MOST IDPs living?	With the host community (in the same area as the host community); Community buildings (church, mosque, school, hospital, abandoned structure); In the bush; Other; No response or I don't want to answer; I don't know	Settlement
	A.6.7	KI Interview	Shelter	% of settlements where IDPs are living in the open without shelter	In the month before you left, were ANY IDPs living in the open without shelter in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement

A.6.8	KI Interview	Shelter	% of settlements per percent of IDPs living in the open without shelter	In the month before you left, what proportion of IDPs were living in the open without shelter in the settlement?	Less than half (few or some); Around half; More than half (most or almost all);All; No response or I don't want to answer; I don't know	Settlement
A.6.9	KI Interview	Shelter	% of settlements per available shelter building materials	In the month before you left, what shelter building materials were accessible to MOST people in the settlement?	grass; mud; timber; rope; metal sheet/zinc/aluminium sheet; local pole; none; Other; No response or I don't want to answer; I don't know	Settlement
A.6.10	KI Interview	Shelter	8 % of settlements with shelter destruction	In the month before you left, were ANY shelters destroyed or partially destroyed because of conflict in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.6.11	KI Interview	Shelter	% of settlements per proportion of destroyed shelters	In the month before you left, what proportion of shelters were destroyed because of conflict in the settlement?	Less than half (few or some); Around half; More than half (most or almost all);All; No response or I don't want to answer; I don't know	Settlement
A.6.12	KI Interview	Shelter	% of settlements where flooding has displaced people	In the month before you left, was there ANY flooding, which made people leave their home and sleep somewhere else, in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.6.13	KI Interview	Shelter	% settlements per most needed but not available NFI item	In the month before you left, what was the MAIN non-food-item needed but not available in the settlement?	blanket; sleeping mat; jerry can; cooking pot; mosquito net; bucket; soap; plastic sheet; rope; pole; clothes; other; none; No response or I don't want to answer; I don't know	Settlement
A.6.14	KI Interview	Shelter	% of settlement with NFI distribution in previous 3 months	In the last THREE months, has there been a distribution of non-food-items in the settlement from an aid organization or other outside group?	Yes; No; No response or don't want to answer; I don't know	Settlement

What are the WASH needs of populations remaining in H2R areas?	A.7.1	KI Interview	WASH	% of settlements with(out) boreholes	In the month before you left, were ANY functional boreholes present in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.7.2	KI Interview	WASH	% of settlements per type of main source of drinking water	In the month before you left, what was the MAIN source of drinking water (improved or unimproved) for people in the settlement?	Borehole; tap stand; protected well; unprotected well; water truck; swamp; pond/lake; river/stream; other; No response or I don't want to answer; I don't know	Settlement
	A.7.3	KI Interview	WASH	% of settlements per time to collect drinking water	In the month before you left, how long did it take MOST people to reach, access, and return from the main water source with water in the settlement?	Under 30 minutes; 30 minutes to less than 1 hour; One hour to less than half a day; Half a day; More than half a day; No response or don't want to answer; I don't know	Settlement
	A.7.4	KI Interview	WASH	% of settlements where animals share same source of drinking water as humans	In the month before you left, were ANY livestock or other animals drinking directly from the same main water source as people, or kept close to the same main water source?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.7.5	KI Interview	WASH	% of settlements unable to access preferred water point because of safety concerns	In the month before you left, has ANY person not been able to access their preferred water point because they feared for their safety in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.7.6	KI Interview	WASH	% of settlements per availability of water source in both wet and dry season	Is the preferred water source available in both wet and dry season in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.7.7	KI Interview	WASH	% of settlements where people are using latrines	In the month before you left, were ANY people using latrines in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement

	A.7.8	KI Interview	WASH	% of settlements per proportion of people using latrines	In the month before you left, what proportion of people were using latrines in the settlement?	Less than half (few or some); Around half; More than half (most or almost all); All; No response or I don't want to answer; I don't know	Settlement
	A.7.9	KI Interview	WASH	% of settlements per reason people not using latrines	In the month before you left, what was the MAIN reason people were not using latrines in the settlement?	none available; Not functional / not finished construction; Not enough / overcrowded; Too dirty / full; Cultural reasons; Not safe to walk to or use; Destroyed by conflict; Other; No response or I don't want to answer; I don't know	Settlement
	A.7.10	KI Interview	WASH	% of settlements per hand washing materials	In the month before you left, what were MOST people using to wash their hands in the settlement?	Soap (with water); Ash (with water)	Settlement
What are the education needs of populations remaining in H2R areas?	A.8.1	KI Interview	Education	% of settlements with access to education services	In the month before you left, in the settlement, were there ANY education services people could walk to?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.8.2	KI Interview	Education	% of settlements per main reason that education services unavailable	In the month before you left, what was the MAIN reason education services were not accessible FROM the settlement?	There were never education facilities near by; Education facilities destroyed by natural disaster (flooding, fire); Education facilities destroyed by conflict; Education facilities no longer allowed to operate There were never any teachers; Teachers have been displaced or stopped working; Security concerns for children while at school or traveling to school; Other; No response or I don't	Settlement

					want to answer; I don't know	
A.8.3	KI Interview	Education	% of settlements where girls are attending formal school	In the month before you left, were ANY 6-17 year old GIRLS attending formal schooling in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.8.4	KI Interview	Education	% of settlements per proportion of girls attending formal school	In the month before you left, what proportion of 6-17 year old GIRLS were attending formal schooling in the settlement?	Less than half (few or some); Around half; More than half (most or almost all);All; No response or I don't want to answer; I don't know	Settlement
A.8.5	KI Interview	Education	% of settlements where girls are attending informal school	In the month before you left, were ANY 6-17 year old GIRLS attending informal schooling in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.8.6	KI Interview	Education	% of settlements per proportion of girls attending informal school	In the month before you left, what proportion of 6-17 year old GIRLS were attending informal schooling in the settlement?	Less than half (few or some); Around half; More than half (most or almost all);All; No response or I don't want to answer; I don't know	Settlement

A.8.7	KI Interview	Education	% of settlements per main reason girls are not attending school	In the month before you left, what was the MAIN reason GIRLS were not attending school (either formal or informal) in the settlement?	They need to work outside the home (agriculture, labour); They need to work in the home; They are too hungry to attend school; Girls are not supposed to attend school; There are no school supplies (stationary, for example); Issues related to menstruation (lack of hygiene items and lack of WASH facilities at schools); Security concerns while at school or traveling to school; The facilities are too far away; Other; No response or I don't want to answer; I don't know	Settlement
A.8.8	KI Interview	Education	% of settlements where boys are attending formal school	In the month before you left, were ANY 6-17 year old boys attending formal schooling in \${info_settlement_final}?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.8.9	KI Interview	Education	% of settlements per proportion of boys attending formal school	In the month before you left, what proportion of 6-17 year old boys were attending formal schooling in the settlement?	Less than half (few or some); Around half; More than half (most or almost all); All; No response or I don't want to answer; I don't know	Settlement
A.8.10	KI Interview	Education	% of settlements where boys are attending informal school	In the month before you left, were ANY 6-17 year old boys attending informal schooling in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.8.11	KI Interview	Education	% of settlements per proportion of boys attending informal school	In the month before you left, what proportion of 6-17 year old boys were attending informal schooling in the settlement?	Less than half (few or some); Around half; More than half (most or almost all); All; No response or I don't want to answer; I don't know	Settlement

	A.8.12	KI Interview	Education	% of settlements per main reason boys are not attending school	In the month before you left, what was the MAIN reason BOYS were not attending school (either formal or informal) in the settlement?	They need to work outside the home (agriculture, labour); They need to work in the home; They are too hungry to attend school; There are no school supplies (stationary, for example); Security concerns while at school or traveling to school; The facilities are too far away; Other; No response or I don't want to answer; I don't know	Settlement
What are the communication needs of populations remaining in H2R areas?	A.9.1	KI Interview	Communication	% of settlements where radio ownership is allowed	Is radio ownership allowed in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.9.2	KI Interview	Communication	% of settlements where someone owned a functioning radio	Did anyone in the settlement own a functioning radio?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.9.3	KI Interview	Communication	% of settlements where cell phone ownership is allowed	Is cell phone ownership allowed in the settlement?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.9.4	KI Interview	Communication	% of settlements where someone owned a functioning cell phone	Did anyone in the settlement own a functioning cell phone?	Yes; No; No response or don't want to answer; I don't know	Settlement
	A.9.5	KI Interview	Communication	% of settlements per main source of information	In the month before you left, WHAT was the main source of information for MOST people in the settlement?	Radio station (all types); Conversations during commercial transport (Taxi, Kekenapep, Minibus, or others); In person conversation; None (Don't get any information); Other; No response or I don't want to	Settlement

					answer; I don't know	
A.9.6	KI Interview	Communication	% of settlements per main person source of information	In the month before you left, WHO provided the main source of news for MOST people in the settlement)?	AOG; Friend/family; Aid worker; Community leader, religious leader or chief; Community health worker; Local authority; Transport driver; Traders; None; Other; No response or I don't want to answer; I don't know	Settlement
A.9.9	KI Interview	Communication	% of settlements with cell phone coverage	In the month before you left, did ANY people in the settlement have cell phone coverage?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.9.10	KI Interview	Communication	% of settlements per trusted info means	What means of receiving information do MOST people in the settlement trust the most?	Phone call (Mobile phone); Text message (Mobile phone); Radio; In person / face-to-face; Posters; Other; None; No response or I don't want to answer; I don't know	Settlement
A.9.11	KI Interview	Communication	% of settlements that had difficulty accessing information on humanitarian assistance	In the month before you left, did MOST people in the settlement have difficulty accessing information they needed regarding available humanitarian assistance?	Yes; No; No response or don't want to answer; I don't know	Settlement
A.9.12	KI Interview	Communication	% of settlements per main reason people can not access information on humanitarian assistance	In the month before you left, what was the MAIN reason people in the settlement could not access information on available humanitarian assistance?	Lack of electricity; Lack of mobile networks; Information is in the wrong language; Information is written and people are unable to read; People do not have credit on their phones; The security situation	Settlement

						does not allow information to come through; Other; No response or I don't want to answer; I don't know	
	A.9.13	KI Interview	Communication	% of settlements per most useful type of information	In the month before you left, which of the following types of information would have been the MOST useful to MOST people in the settlement?	Information on how to access humanitarian assistance; Any kind of information on administrative procedures such as registrations; Information on movement restrictions; Information about their families in another location; Information about the areas, where they originally come from (for IDPs); Other; No response or I don't want to answer; I don't know	Settlement

5. Data Management Plan

Detailed Data Management Plan available upon request.

6. Monitoring & Evaluation Plan.

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products 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		X Yes
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		X 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		X Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	Humanitarian Needs Overview Humanitarian Response Plan Sector Response Strategies
		# references in single agency documents			UNOCHA Country Strategy
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_Feed back and Usage_Survey template	Survey monkey: As part of regular dissemination email, survey monkey sent every six months to assess usage of REACH products.

	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived usefulness and influence of IMPACT outputs			Qualitative feedback: Each REACH staff responsible for reporting back to communications manager each time agency requests REACH information or provides feedback on how REACH information has been used
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	x Yes
		# of organisations/clusters inputting in research design and joint analysis			x Yes
		# of organisations/clusters attending briefings on findings;			x Yes

ANNEX 1: REACH ACRONYMS

REACH Internal team:

- AM- Assessment Manager
- AO – Assessment Officer
- CC – Country Coordinator
- DBS – Database Specialist
- FA – Field Assistant
- FO – Field Officer
- FM – Field Manager
- GVA – Geneva (HQ)
- GISO – GIS Officer
- GISS – Geographical Information Systems (GIS) Specialist
- SFO – Senior Field Officer
- SGISO – Senior GIS Officer

Research terms:

- FGD – Focus group discussion
- FS - Factsheet
- H2R – Hard to Reach
- KI(I) – Key informant (interview)
- NC – No consensus
- SDR – Secondary data review
- SO – Situation overview

Clusters/coordination bodies:

- AWG – Access Working Group
- CCCM – Camp Coordination and Camp Management
- FS – Food security
- ERL – Early recovery and livelihoods
- IMWG – Information Management Working Group
- ISWG –Intersector Working Group
- WASH – Water, sanitation, and hygiene

Partners:

- ICRC – International Committee of the Red Cross
- IOM DTM – International Organization for Migration (IOM) Displacement Tracking Matrix
- IOM ETT – IOM Emergency Tracking Tool
- MSF – Médecins Sans Frontières
- OHCT – Operational Humanitarian Country Team
- UNOCHA – United Nations Office for the Coordination of Humanitarian Affairs
- WFP – World Food Programme

Data:

- ACLED – Armed Conflict Location and Event Data (project)
- INSO – The International NGO Safety Organisation

Other:

- LGA – Local Government Area
- IDP – Internally displaced person(s)

ANNEX 2: STEPS TO DAILY DATA CLEANING PROCESS

Preparation steps:

- Open dataset and cleaning log
 - o Every entry to the cleaning log should have the old value, replace value, category of what has been changed, the UUID and the enumerator code, to track enumerator quality
- Sort dataset by start date
- Sort dataset by location

Cleaning process

Daily by Database Assistant (DBA)

Monthly by Database Officer (DBO)

- Check duration by difference between start and end time; and by calculating the difference between start time of one survey and start time of the subsequent survey, to check how long it took to do one survey. Using the device ID
 - o Surveys < 20mins are to be deleted
 - o Surveys between 20min and 30min are to be flagged
 - o Surveys with negative values or with less than 3mins have been edited later and are to be flagged but not deleted
- Vertical check, to check for suspicious answer patterns per enumerator ID
- Check for the “Other” questions
 - o Check if the “other” is a relevant answer to the question
 - o Check if the “other” value falls into an existing category
 - o Check for suspicious answer patterns, including enumerators choosing the same answer for a question more often than would be expected.
- Horizontal check – check for logical sequence of answers (no contradictions)
 - o Example: selecting there is not enough food and then selecting that most people eat three meals a day
- Check for blanks (skip logics), if they make sense or if multiple questions have been skipped.
 - o Example: if all of the responses which would lead to having less questions because of skip logic have been selected

Email with flagged issues to Field Manager and Assessment Officers (Head of data unit in cc)

- Email should contain:
 - o # of surveys retained for the day
 - o # of surveys deleted on that day + details per reason + enumerator IDs
 - o Issues identified during cleaning (“other” values, logical errors, etc.)
 - o LGA settlement % tracker
 - o List of settlements (LGA + Ward + settlement name_ that we have 4 or more interviews for
 - o Any other relevant observations

ANNEX 3: STEPS TO DATA ANALYSIS

1. Daily data cleaning
Responsible persons:
DBA to do the cleaning and sending the email.
FM to keep an overview on recurring issues.
Head of Data unit to crosscheck weekly.
 - a. *Using the data cleaning log*
 - b. *Keeping track of suspicious results per Enumerator*
 - c. *Check for minimum duration of surveys*
 - d. *Daily email to FM*
2. Download data from reach ODK server
Responsible persons:
DBO
3. Data cleaning of the entire period in question
Responsible persons:
DBA to do the cleaning
DBO to crosscheck
Head of Data unit 2nd crosscheck and validation
 - a. *Horizontal and vertical cleaning*
4. Run data cleaning script
Responsible persons:
DBO to run the script and check results
5. Run settlement aggregation script
Responsible persons:
DBO to run the script and check results
Head of Data unit to check results
6. Manual deletion of any settlements that do not meet the 5% threshold for the data collection period in question
Responsible persons:
DBO to do the deletion
7. Run the Ward & LGA aggregation script for analysis on higher admin levels
Responsible persons:
DBO to run the script and check results
Head of Data Unit to crosscheck and validate
DBO to send email with clean dataset, settlement aggregation and LGA aggregation to relevant people in HQ, with country coordinator, AOs and head of data unit in cc

ANNEX 4: DISSEMINATION PLAN

In order to develop a comprehensive ToR, the dissemination plan needs to be filled during the ToR development stages and refined throughout the implementation of the research. Don't be discouraged if at first you cannot fill-out every component of this planning tool, as this tool and related questions should be considered as a working document to help you develop and modify your strategy, as your dissemination efforts and priorities evolve. For example, it will be rather straight forward to identify your stakeholders at ToR design phases, but you will be able to provide a precise message only once the findings of the assessments have been finalised. This is why you may want to work back and forth between questions as your thinking develops, as the context changes and as findings from your work are finalised.

A. Key events and planning dates of the broader humanitarian community, which should be taken into consideration when developing the dissemination plan:

	Internal Planning dates	External Milestones
January	Assessment findings release by 5 th Jan, to feed into the HNO	Publication of Strategic Response Plan on 30 th Jan
February		
March		
April		
May		
June		
July		
August		
September	Share TA with ISWG, AWG, Nutrition sector and the Health sector to feed into COVID-19 response	COVID-19 response
October	Share TA on FSL to feed into CH Analysis	CH Analysis
November		
December		

B. Dissemination plan:

#	Products	Message	Stakeholders	Means of dissemination	Purpose	Responsible	Timeframe
Hard-to-Reach NGA1809							
Program goal:							
To assist humanitarian actors in making more informed decisions about the scale, scope and location of the humanitarian response through providing detailed information and longitudinal analysis on humanitarian needs, displacement dynamics, and service access in hard-to-reach areas in Nigeria.							
1	Situation Overviews	1. Areas that are of most concern	Sector Leads	1. General dissemination email	Inform Action: Inform humanitarian community to influence the response	AOs	By 1 week after product validation (ideally 5-6 weeks after data collection ends)
		2. Sectors/indicators that are of most concern		2. Individual email to key sectors- including asking to present findings at an upcoming sector meeting			
		3. Areas showing changes (if meet 60% threshold)	Other partners related to key indicators	1. Individual email to partner pointing out findings that are of particular relevance	Inform Action: Inform humanitarian organizations to include the response	AOs	
		Overall conditions in H2R Areas	Humanitarian community at	1. Website Dissemination (Relief Web and REACH Resource centre)	Raise Awareness and Build Understanding	1. IMPACT HQ	

			large and Donors	2. Donors receive general dissemination emails		2. AOs	
2.	Monthly Sectoral Factsheets	1. Areas that are of most concern 2. Sectors/indicators that are of most concern	Sector Leads	1. General dissemination email 2. Individual email to key sectors	Inform Action: Inform humanitarian community to influence the response	AOs	Within 1 week of product validation (generally 2 nd - 3 rd week of following month)
			Other partners related to key indicators	1. Individual email to partner pointing out findings that are of particular relevance	Inform Action: Inform humanitarian organizations to include the response	AOs to monitor FS to determine which findings warrant individual outreach	
			Humanitarian community at large and Donors	1. Website Dissemination (Relief Web and REACH Resource centre) 2. Donors receive general dissemination emails	Raise Awareness and Build Understanding	1. IMPACT HQ 2. AOs	
3.	COVID-19 Factsheets	1. Areas that are of most concern 2. Sectors/indicators that are of most concern	Sector Leads	1. General dissemination email 2. Individual email to key sectors	Inform Action: Inform humanitarian community to influence the response to COVID-19	AOs	Within 1 week of product validation (generally 2 nd - 3 rd week of following month)
			Other partners related to key indicators	1. Individual email to partner pointing out findings that are of particular relevance	Inform Action: Inform humanitarian organizations to include the response to COVID-19	AOs to monitor FS to determine which findings warrant individual outreach	

			Humanitarian community at large and Donors	1. Website Dissemination (Relief Web and REACH Resource centre) 2. Donors receive general dissemination emails	Raise Awareness and Build Understanding	1. IMPACT HQ 2. AOs	
4.	TA: Information	1. Areas that have or do not have access to communication 2. How the humanitarian community can use communication channels to H2R areas	Sector Leads and key partners (WHO, UNICEF, etc.)	1. General Dissemination Email 2. Individual emails 3. Presentation at most relevant sector meeting (likely health)	Inform Action Inform humanitarian organization to influence the response	AO	Early September
			Humanitarian community at large and Donors	1. Website Dissemination (Relief Web and REACH Resource centre) 2. Donors receive general dissemination emails	Raise Awareness and Build Understanding	1. IMPACT HQ 2. AOs	
5.	TA: FSL	1. FSL situation in H2R areas 2. Areas that are of the most concern	1. Food Security Sector 2. CH Analysis	1. Email sent through FSS 2. Emailed to CH Analysis	Inform Action Inform humanitarian organization to influence response	AO	Mid-October

Annex 5: Research Terms of Reference

Thematic Assessment: Information and Communication on relation to COVID-19 in Hard-to-Reach (H2R) Areas of Borno state

Research Cycle ID: NGA1809a

Nigeria

June 2020

1.0

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Nigeria						
Type of Emergency	<input type="checkbox"/>	Natural disaster	X	Conflict			
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	X	Protracted	
Mandating Body/ Agency	The Inter-Sector Working Group (ISWG)						
Project Code	35iAGQ-35iAIW						
Overall Research Timeframe (from research design to final outputs / M&E)	01/06/2020 to 16/09/2020						
Research Timeframe Add planned deadlines (for first cycle if more than 1)	1. Start collect data: 22/06/2020			6. Outputs sent for validation: 04/09/2020			
	2. Data collected: 29/07/2020			7. Outputs published: 11/09/2020			
	3. Data analysed: 14/08/2020			8. Final presentation: 16/09/2020			
	4. Data sent for validation: 17/08/2020						
Number of assessments	X	Single assessment (one cycle)					
	<input type="checkbox"/>	Multi assessment (more than one cycle)					
Humanitarian milestones Specify <i>what</i> will the assessment inform and <i>when</i>	Milestone			Deadline			
	<input type="checkbox"/>	Donor plan/strategy			__/__/____		
	<input type="checkbox"/>	Inter-cluster plan/strategy UN OCHA HNO & HRP			__/__/____		
	X	Cluster plan/strategy			REACH will feed hard-to-Reach (H2R) data to support the COVID-19 response in Borno		

e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;			state to support the health sector including the PHEOC and RCCE in the 2 nd half of 2020.
	<input type="checkbox"/>	NGO platform plan/strategy	_ _ / _ _ / _ _ _ _
	<input type="checkbox"/>	Other (Specify):	_ _ / _ _ / _ _ _ _
Audience Type & Dissemination Specify who will the assessment inform and how you will disseminate to inform the audience		Audience type X Strategic X Programmatic X Operational	Dissemination X General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) X Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting X Presentation of findings (e.g. at HCT meeting; Cluster meeting) X Website Dissemination (Relief Web & REACH Resource Centre)
Detailed dissemination plan required	X	Yes	<input type="checkbox"/> No
General Objective	To strengthen the evidence base around how information (generally and COVID-19 specific) is accessed, understood and used by resident populations of H2R areas in Borno state.		
Specific Objective(s)	<ol style="list-style-type: none"> 1. Understand the information needs among people in H2R areas (e.g. access to services, news about family members/relatives, news from garrison towns etc.) 2. Understand how information needs among people in H2R areas relates to the information they receive, to enable identification of information gaps. 3. Understand the barriers people in H2R areas face to access the information they need. 4. Identify formal and informal sources and means of information used by populations in H2R areas to access information (both generally and COVID-19 specific) and the degree to which populations trusts these. 5. Understand how COVID-19 specific information and people's understanding of it affect their behaviour and decisions. 		
Research Questions	<p>RQ 1: What type of information do people receive in the H2R areas?</p> <p>RQ 2: What type of information is considered needed by people in H2R areas?</p> <p>RQ 3: What barriers do people in H2R areas face to access the information they need?</p> <p>RQ 4: By what means and sources of information do people in H2R areas receive information in general and how trustworthy do they find the source of information?</p>		

	<p>RQ 5: By what means and sources of information do people in H2R areas receive information about COVID-19 and how trustworthy do they find the information?</p> <p>RQ 6: To what extent do people in H2R areas understand the COVID-19 specific information they receive?</p> <p>RQ 7: To what extent has COVID-19 information influenced decision-making processes and behaviour among people in H2R areas?</p>		
Geographic Coverage	<ul style="list-style-type: none"> H2R settlements³ in Local Government Areas (LGAs) across Borno state Specifically, the data collected will cover following LGAs: Bama, Gwoza, Damboa and Konduga. These are the LGAs in which the H2R settlements are located. <p>These LGAs have been selected based on the on a high number of new arrivals, inaccessibility, movement trends and to ensure a broad geographical coverage. Since we cannot predict the influx of people from these locations with absolute certainty, the geographical coverage are subjective to changes.</p> <ul style="list-style-type: none"> The data collection will be collected remotely with KIs arriving in following garrison towns: Bama, Gwoza, Maiduguri/Jere, Konduga and Damboa. Local guides/ stakeholders will be physically present in these towns or camps and identify the KIs for the IDIs (see more detailed description under methodology). 		
Secondary data sources	<ul style="list-style-type: none"> UN OCHA, WFP humanitarian needs overviews / situation reports. IOM Displacement Tracking Matrix (DTM). ACLED, INSO. Sector-led assessments as available in reference to H2R and surrounding areas. Partner-led assessments as available in reference to H2R and surrounding areas (Save the Children, Plan, MSF etc). Academic papers. Online media sources. REACH initiative Factsheet with COVID-19 risk related indicators⁴. 		
Population(s) <i>Select all that apply</i>	<input checked="" type="checkbox"/> IDPs in camp <input checked="" type="checkbox"/> IDPs in host communities <input type="checkbox"/> Refugees in camp <input type="checkbox"/> Refugees in host communities <input type="checkbox"/> Host communities	<input checked="" type="checkbox"/> IDPs in informal sites <input type="checkbox"/> IDPs [Other, Specify] <input type="checkbox"/> Refugees in informal sites <input type="checkbox"/> Refugees [Other, Specify] <input type="checkbox"/> [Other, Specify]	
Stratification <i>Select type(s) and enter number of strata</i>	<input checked="" type="checkbox"/> Geographical # 4 LGAs in Borno State 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

³ H2R settlements are defined as settlements inaccessible to humanitarian actors.

⁴ [REACH Initiative, Borno state – COVID-19 Risk Related Indicators, February – May 2020, Nigeria.](#)

Data collection tool(s)	<input type="checkbox"/> Structured (Quantitative)	<input checked="" type="checkbox"/> Semi-structured (Qualitative)
	Sampling method	Data collection method
Semi-structured data collection tool (s) # 1 <i>Select sampling and data collection method and specify target # interviews</i>	<input checked="" type="checkbox"/> Purposive <input checked="" type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]	<input checked="" type="checkbox"/> Key informant interview (Target #): 20-30 ⁵ <input type="checkbox"/> Individual interview (Target #): _____ <input type="checkbox"/> Focus group discussion (Target #): _____ – <input type="checkbox"/> [Other, Specify] (Target #): _____
Target level of precision if probability sampling	N/A	N/A
Data management platform(s)	<input checked="" type="checkbox"/> IMPACT	<input type="checkbox"/> UNHCR
Expected output type(s)	<input type="checkbox"/> Situation overview #: __ <input type="checkbox"/> Presentation (Preliminary findings) #: __ <input type="checkbox"/> Interactive dashboard #: __ <input checked="" type="checkbox"/> Expanded Factsheet #: 1	<input type="checkbox"/> Report #: __ <input checked="" type="checkbox"/> Presentation (Final) #: 1 <input type="checkbox"/> Webmap #: __ <input type="checkbox"/> Profile #: __ <input type="checkbox"/> Factsheet #: __ <input type="checkbox"/> Map #: as needed
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: All products should be REACH branded Donor: OFDA and ECHO Coordination Framework: N/A Partners: N/A	

2. Rationale

2.1 General

The thematic assessments are an addition to the normal workflow of the H2R project in Nigeria. The purpose of the thematic assessments is to provide in-depth analysis of relevant themes with a primary focus on qualitative data. Triangulation with quantitative data and secondary data be included in the final output when relevant. The quantitative data will primarily include data collected through regular monthly data collection, however additional questions may be added to the regular monthly tool if needed. The themes of the thematic assessments will be selected based on relevancy approximately every second month to provide additional support to humanitarian actors about conditions in H2R areas of Borno state. When possible the themes will be selected in collaboration with sector coordinators and technical working groups. The next thematic assessment is expected to focus on food security and livelihood and feed into the Cadre Harmonise analysis in October 2020.

For more details on the wider background and context of the H2R project, see point 2 in the main ToR above.

⁵ We estimate to conduct 7-8 IDIs with key informants (KIs) from each LGA

2.2 Thematic Assessment of information and communication in relation to COVID-19 in H2R areas.

Communicating COVID-19 related preventative measures, symptoms and when to seek medical care has shown to be critical to reduce transmission rates and case fatality ratios. The inaccessibility of H2R areas of Borno state does not only limit people's access to basic needs and services, it further minimizes people's access to communication means and information. Although assessments conducted by REACH indicate an increase in COVID-19 related knowledge among people living in H2R areas findings also show that options to communicate with people in H2R areas are incredibly limited, preventing the spread of information and recommendations on COVID-19⁶. Moreover, limited is known about how people in H2R areas access this knowledge/information, and to what extent they understand and use it. To increase humanitarian actors' response to the prevention of COVID-19 in H2R areas and garrison town REACH will conduct a thematic assessment on top of the regular HSM workflow with a focus on information and communication in regards to COVID-19.

3. Methodology

3.1 Methodological overview

The thematic assessments will apply a qualitative methodology using in-depth interviews (IDIs) with key informants (KIs) who have arrived from a H2R areas of Borno state within the last month. The IDIs will collect information about the H2R settlement the KI is from and the KI will therefore provide information at the settlement level. The data collection will cover the following LGAs of Borno state: Bama, Damboa, Gwoza and Konduga. The methodology of the thematic assessments will be similar to the qualitative data collection during the normal H2R workflow (detailed in main the TOR above) with a few adjustments as described below.

Due to the COVID-19 outbreak globally and in Northeast Nigeria, REACH Nigeria converted its data collection to remote data collection on April 20 2020. The data collection for the thematic assessments will therefore also be collected remotely. During remote data collection designated field officers (FO) will conduct IDIs with KIs from the target LGAs via the phone. The number of IDIs will depend on when saturation is met. However, we estimated the number of IDIs to be between 20 and 30, collected over 5 weeks (June 22 to July 24 2020). Additionally, a total of 7-8 IDIs are expected to be conducted within each LGA.

3.2 Population of interest

In recognition of the lack of information on populations remaining in H2R areas, this assessment focuses on IDP and host community populations in H2R areas in Borno State. For the purpose of this assessment, H2R areas are defined as those areas of the state that are not regularly accessible to international humanitarian actors. Data is collected at the lowest possible administrative unit – individual settlements.

3.3 Secondary data review

Secondary data will be used throughout all stages of the research cycle to identify locations most in need of data collection, to support in the design of tools and to triangulate data produced:

- Selecting geographic coverage: Areas without secondary data will be targeted for H2R data collection, especially when this is a result of limited humanitarian access. Through discussions with humanitarian partners, existing analysis processes (HNO and the ISWG) hard-to-reach areas will be identified and targeted in data collection.

⁶ [REACH Initiative, Borno state – COVID-19 Risk Related Indicators, February – May 2020, Nigeria.](#)

- Triangulation of H2R data in analysis and product drafting: To triangulate information produced through H2R data produced by UN OCHA, WFP and specific clusters, when available and appropriate, will be used to verify and confirm findings.

3.4 Primary data collection

Qualitative data collection

As part of the remote data collection, qualitative data will be collected via IDIs with KIs, who will provide information on settlement level. Different from the usual eligibility criteria (see main ToR), the population of interest include KIs who have arrived from a H2R settlements within the last month and KIs who have direct knowledge of the H2R settlement. This adjustment has been made to ensure that KIs provide timely and detailed information in the context of the COVID-19 outbreak.

The LGAs reported on in this thematic assessment include Bama, Damboa, Gwoza and Konduga. These LGAs have been selected based on movement trends (having a high proportion of KIs with direct knowledge and a high proportion of KIs who has arrived in the garrison town/IDP camp within 1 month), geographical location within Borno state and previous findings, which indicated a potential increase in assessed settlements reporting that people had heard about COVID-19 in the H2R settlement. Other findings have moreover highlighted Konduga as the LGA with the highest proportion of assessed settlements reporting that people had COVID-19 specific symptoms and Bama as the LGA where assessed settlements first reported that people had heard about COVID-19. Bama is moreover the LGA with the lowest proportion of assessed settlements reporting that people had access to a radio, opposite Damboa which is the LGA with the highest proportion of assessed settlements reporting that people had access to a radio.⁷ Within each LGA, a great effort will be done to ensure that the data collection include a homogenous groups of people with KIs of different sex and age from different geographical locations (settlements/wards) within the LGAs.

A total of 7-8 IDIs will be conducted with KIs from each LGA. The KIs will be identified and recruited through engagement with local stakeholders and local guides (i.e. people working closely with community leaders in the IDP camps) and via a snowball sampling technique. Prior to the remote data collection, a comprehensive stakeholder engagement exercise was conducted and contacts of relevant local stakeholder and guides were noted down for each garrison town/IDP camp.

When recruiting KIs for IDIs, the FOs will reach out to the identified stakeholders/guides who will identify the KIs in their respective locations. After the local stakeholder/guide has identified a KI, they will call the designated FO who will conduct the IDI with the KI by using the stakeholder/guide's phone in the preferred language of the KI (English, Hausa and Kanuri). After each IDI, the FO will plan for the next IDI in collaboration with the local stakeholder/guide.

The KIs will be recruited primarily within following LGAs/garrison towns: Maiduguri/Jerre, Bama, Gwoza, Damboa and Konduga. The KIs will be recruited from these locations because they have shown to have a high number of IDPs from the locations we are covering in this assessment (Bama, Gwoza, Damboa and Konduga).

The local stakeholders/guides will prior to the recruitment be briefed about the COVID-19 restrictions they need to follow while identifying KIs including guidance on social distancing, use of masks and hand-washing practices.

The FOs will during the IDIs be based either in the office in Maiduguri or other appropriate locations including humanitarian hubs in relevant garrison towns. The KIs will be located in a safe and quiet place identified by the local stakeholder/guide. When possible this location should be the locations normally used for FGDs. If that place is not available, the local stakeholder/guide will identify another quiet and private place.

⁷ [REACH Initiative, Borno state – COVID-19 Risk Related Indicators, February – May 2020, Nigeria.](#)

Qualitative data collection tool

The data collection tool will be semi-structured and be available in English, Hausa and Kanuri. Based on bi-weekly feedback meetings with FOs and the assessment officers (AO) minor changes might be added to the tool to adapt to the context and understanding of the questions. The tool includes the following three sections: 1) Information needs and barriers of accessing it, 2) Means and sources of information, and 3) Comprehension and use of information. All questions will target the conditions in the H2R settlements and not the individual experiences of the KI. The data collection tool was developed based on previous findings highlighting areas of interest.

3.5 Data Processing and Analysis

On the conditions of verbal consent, IDIs will be recorded on a mobile phone or a recorder. Recordings will be uploaded to an internal server with secured access immediately after the IDI and the recordings will thereafter be deleted from the recording device. As soon as possible after the IDI, the IDI will be transcribed and translated into English by the FO. When the team capacity allows, a third person will review the transcripts while listening to the audio files, and highlight potential errors. This is done to ensure accuracy of the transcriptions and translations and will be done for a minimum of 50% of the IDIs. The transcripts will on an ongoing basis be reviewed by the senior field officer (SFO) who will also provide feedback to the FO accordingly. In addition, weekly debriefings will be conducted with the SFO and FOs to provide timely feedback and clarification on the context of the IDIs conducted if needed, these meetings will be documented in a developed feedback form.

To explore the content of the IDIs and to assess the number of IDIs needed the assessment officer (AO) will develop a data saturation grid continuously. The saturation grid will be developed using an inductive approach where discussion points (DP) from the IDIs will be noted as they are identified. The discussion points identified will be stratified by geographical location (i.e. LGA). Eventually the DP will be merged into appropriate head-and sub-themes and a summary note will be added to each theme to justify how the DP will be used in the final outputs. The DPs identified in the saturation grid will serve as the codebook for the further analysis of the data.

When all IDIs have been read and DPs from each IDI have been identified and included in the saturation grid, the IDIs be uploaded to the software NVivo. In NVivo, nodes will be made based on the codebook developed in the saturation grid and all the data will be structured into the respective nodes. During this process the codes will be refined further and significant statement and quotes will be highlighted. Reading the IDIs furthermore serve as a quality check to ensure that no DP has been left out.

Before developing the final output, the findings identified in the analysis will be contextualised and discussed with FOs and/or other relevant staff members with a comprehensive knowledge of the context. This discussion will be documented in an analysis summary note, which will lead the write-up of the final output. The final output will present the findings of the assessment structured by the major themes identified in the analysis.

4. Roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Assessment Officer (AO)	Country Coordinator (CC)	IMPACT Research Design and Data Unit (RDDU)	Sectors, UN OCHA, relevant partners

<i>Supervising data collection</i>	Senior Field Officer (SFO)	Field Manager (FM)	AO	Clusters, UN OCHA, relevant partners
<i>Data processing (checking, cleaning)</i>	SFO	AO	RDDU	
<i>Data analysis</i>	AO	AO	RDDU	CC
<i>Mapping</i>	GIS Team	GIS Team head	RDDU	CC
<i>Output production</i>	AO	CC	CC, RDDU, Research Reporting Unit (RRU)	
<i>Dissemination</i>	AO	CC	Geneva	
<i>Monitoring & Evaluation</i>	AO, GIS Team	CC	Geneva	
<i>Lessons learned</i>	AO	CC	Geneva	

5. Data management plan

Detailed Data Management Plan available upon request.

6. Monitoring and Evaluation Plan

See section 5 in the main TOR above.

7. Data Analysis Plan

Notes in *italic*: The notes written in *italic* are not meant to be read out loud to each KI, but can be used as a guidance for the FO if the KI doesn't understand the question or don't know what to respond.

Probes: The probing questions is essential for the FO to ask to explore the main questions further, unless they are in *italic*.

Research Questions	Q#	Method	Sub-RQ group	Sub-RQ	Questionnaire QUESTION	Probes	Key disagg.
	0.1	IDI	IDI characteristics	FO name	Base	N/A	
	0.2	IDI	IDI characteristics	Language spoken	Note down the language spoken	N/A	

	0.3	IDI	IDI characteristics	Name of translator if needed	N/A	N/A	
	0.4	IDI	IDI characteristics	Age of the respondent	18-35 36-55 55+	N/A	
	0.5	IDI	IDI characteristics	Sex	Note down the sex of the participant	N/A	
	0.6	IDI	IDI characteristics	Settlement of origin	What is the name of the settlement and LGA you migrated from?	N/A	
	0.7	IDI	IDI characteristics	Time since leaving H2R settlement	When did you leave the H2R settlement?	In months	Geographical area - LGAs
					Have you visited the [HARD TO REACH] settlement since leaving it?	If yes, what was the purpose?	Geographical area - LGAs
RQ 1: What type of information do people receive in the H2R areas?	1.1	IDI	Information received		What type of information do people in the H2R settlement receive?	Do people from different population groups have access to different types of information? o If yes, what is the difference between the different population groups?	Geographical area - LGAs
RQ 2: What type of information is considered needed by people in H2R areas?	2.1	IDI	Information needs		What types of information do people in the H2R settlement find of highest need? <i>(This may include but is not limited to information about services provided in garrison towns such as food supplies health services, psychosocial support etc., information about family members, trading possibilities, safe routes for</i>	Why do people have a need for this information (<i>refer to the type of information mentioned</i>)? Are the information needs different for different population groups? (<i>e.g. for IDPs and host community members and between men and women</i>). o If yes , what information does each population group most need? o If yes , why are the information needs different?	Geographical area - LGAs

					<i>migration or others types of information not mentioned).</i>		
RQ 3: What barriers do people in H2R areas face to access the information they need?	3.1		Information barriers	What barriers do people in H2R areas face to access the information they need?	What barriers do people in the H2R settlement face to access the information they need?	<p>Why is that a barrier?</p> <p>How do people manage the barriers they face?</p> <p>How do the barriers impact people's access to the information they need?</p>	Geographical area - LGAs
					Can you describe a scenario where people in the H2R settlement tried to access the information they needed without success?	<p><i>Potential follow up questions:</i></p> <p><i>What information did they seek?</i></p> <p><i>Why was the information considered a need?</i></p> <p><i>What was done to access the information?</i></p> <p><i>Why were they not able to access the information?</i></p>	Geographical area - LGAs
RQ 4: By what means and sources of information do people in H2R areas receive information in general and how trustworthy do they find the source of information?	4.1	IDI	Source and means of information	By what <u>sources</u> do people in H2R areas receive information in general and how trust worthy do they find them?	<p>What <u>sources</u> of information is mostly used by people in the H2R settlement?</p> <p><i>(The "source" of information is origin of the information/ who is providing the information needed? E.g. Traditional community leaders, family members outside the settlement neighbours, traders, military, OAGs etc.</i></p> <p><i>The "means" of communication means what is being used to</i></p>	<p>Why do people use those sources of information?</p> <p>What means do people use for those source of information? <i>(refer the sources of information mentioned)</i></p> <p>Do people trust these sources of information? <i>(refer the sources of information mentioned)</i></p> <p>If yes: why?</p> <p>If no: why not?</p>	Geographical area - LGAs

					<i>receive the information. This could include but are not limited to, mouth-to-mouth, mobile phones, radios etc.</i>		
RQ 5: By what means and sources of information do people in H2R areas receive information about COVID-19 and how trustworthy do they find the information?	5.1	IDI	Source and means of COVID-19 specific information		Have people in the H2R settlement received information about COVID-19?	If yes , what information did people in the H2R settlement receive? <i>(Hint: prevention, treatment, consequences, BUT try to get as many details about what the information was about e.g. what prevention methods, treatment options etc.? It is not enough just to say prevention. It could also be other types of information than the once mentioned).</i>	Geographical area - LGAs
					Through which <u>source</u> of information did people in the H2R settlement receive the information?	Why were these sources of information used?	Geographical area - LGAs
					Through which <u>means</u> of information did people in the H2R settlement receive the information?	Why were these means of information used?	
					Did people in the H2R settlement trust the <u>information</u> received?	o If yes : Why? o If no : Why not?	Geographical area - LGAs

RQ 6: To what extent do people in H2R areas understand the COVID-19 specific information they receive?	6.1	IDI	Understanding of COVID-19	To what extent do people in the H2R areas understand the information they received about COVID-19?	Did people in the H2R settlement find the information provided to be clear and comprehensive?	Was anything left out that they would have liked to have known? If yes: What additional information would they have liked to receive?	Geographical area - LGAs
					Did people in the H2R settlement reach out to other sources of information to clarify or confirm the information received? <i>(E.g.: other community members, people in garrison town etc)</i>	What sources and why? If no: why not?	Geographical area - LGAs
RQ 7: To what extent has COVID-19 information influenced decision-making processes and behaviour among people in H2R areas?	7.1	IDI	Use of COVID-19 information	How do people in H2R areas use the information they receive in general and in regards to COVID-19?	How did the information received about the coronavirus impact people in the H2R settlement's decisions and behaviours?	What day-to-day decisions did people make based on the coronavirus related information they received? How did these decisions lead into action? Has COVID-19 information influenced people's feeling of safety in the H2R settlement? o If yes: Why? And how did you observe that change among people in the H2R settlement? o If no: Why not? How did COVID-19 information impact people's desire to leave or remain in the H2R settlement? <i>(Hint: do people want to stay in the H2R more, or do they want to leave more?)</i>	Geographical area - LGAs

7.2		Use of COVID-19 information	What would people in the H2R settlement do if they suspected a person in the settlement to have COVID-19?	Have you observed a scenario where people in the H2R settlement suspected a person to have COVID-19?	<p>Can you describe a scenario where that happened?</p> <p>o What actions were taken? <i>(Hint: what happened to the suspected case, where did he/she stay, where any care provided, if yes what kind, where any treatment provided?)</i></p> <p>o Who initiated these actions?</p> <p>o Did everyone in the settlement support those actions?</p> <p>o Why was that person suspected of having COVID-19?</p>	Geographical area - LGAs
				Have you seen any preventative measures being undertaken by people in the[HARD TO REACH] settlement?	<p>What preventative measures did that include?</p> <p>Why were these preventative measures taken? And what information were they based on?</p> <p>Were these actions a result of individual decisions or were they imposed by some kind of authorities? (or both?) Please explain.?</p> <p>o If imposed by an authority, which one?</p> <p>Did people follow the preventative measures imposed?</p> <p>o If yes: Why?</p> <p>o If no: Why not?</p>	Geographical area - LGAs