

Research Terms of Reference

Assessment of Hard-to-Reach Areas: All Rounds

Research Cycle ID: SOM1901

Somalia

June 2020

Version 2.0

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Somalia					
Type of emergency	<input checked="" type="checkbox"/>	Natural disaster	<input checked="" type="checkbox"/>	Conflict		
Type of crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/>	Protracted
Mandating body/ agency	Office for the Coordination of Humanitarian Affairs (OCHA), Inter Cluster Coordination Group (ICCG)					
Project code	27DVB 55FITR					
Research timeframe¹	1. Start collect data: 15/01/20		4. Data sent for validation: 16/02/20 (for the factsheet)			
	2. Data collected: 30/01/20		5. Outputs sent for validation: 1/03/20			
	3. Data analysed: 20/02/20		6. Outputs published: 16/03/20			
Number of assessments	<input type="checkbox"/>	Single assessment (one cycle)	<input checked="" type="checkbox"/>	Multi assessment (more than one cycle-monthly assessment)		
Humanitarian milestones	Milestone		Deadline			
	<input checked="" type="checkbox"/>	Somalia Humanitarian Needs Overview and Humanitarian Response Plan				
	<input checked="" type="checkbox"/>	Information Management Working Group/Assessment Working Group				
	<input checked="" type="checkbox"/>	IPC Analysis Workshops				
Audience type & dissemination	Audience type		Dissemination			
	<input checked="" type="checkbox"/>	Strategic	<input checked="" type="checkbox"/> General product mailing (e.g. mails to NGO consortium; humanitarian country team participants; donors)			
	<input checked="" type="checkbox"/>	Programmatic	<input checked="" type="checkbox"/> Cluster mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting			
	<input checked="" type="checkbox"/>	Operational	<input checked="" type="checkbox"/> Presentation of findings (e.g. at ICCG meetings; cluster meetings)			
	<input type="checkbox"/>	Other (specify):	<input checked="" type="checkbox"/> Website dissemination (Relief Web & REACH Resource Centre)			
Detailed dissemination plan required	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No		
M&E matrix required	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No		

¹ See Annex 1 for the data collection timeline for further cycles.

General objective	To inform humanitarian planning by providing information on needs, displacement dynamics, and access to services in hard-to-reach settlements in South Central Somalia where physical access and operation of humanitarian actors is restricted or impossible as a result of security, logistical constraints, or a combination thereof; to back the advocacy efforts by the humanitarian actors.			
Specific objective(s)	<p>1. To provide an overview of multi-sectoral needs and vulnerabilities of internally displaced persons (IDPs) and non-displaced populations living in hard-to-reach areas.</p> <p>2. To provide up-to-date information on services accessible to households in the hard-to-reach areas to inform advocacy and the humanitarian response.</p>			
Research questions	<ul style="list-style-type: none"> • What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection? • What are the factors that contribute to displacement from and to the hard-to-reach areas. • To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access? • What are the constraints to access to services and assistance? • Where do people living in the hard-to-reach areas access services? 			
Geographical area	<i>Bakool</i> <i>Bay</i> <i>Gedo</i> <i>Lower Juba</i> <i>Lower Shabelle</i> <i>Middle Juba</i> <i>Middle Shabelle</i>			
Data collection hubs	IDP arrivals in camps in and around Baidoa and Mogadishu from the aforementioned regions.			
Population(s)	<input type="checkbox"/>	IDPs in camps	<input type="checkbox"/>	IDPs in informal sites
	X	IDPs in host communities	<input type="checkbox"/>	IDPs Other (<i>Specify</i>):
	X	Host communities	<input type="checkbox"/>	Other (<i>Specify</i>): <i>returnees</i>
Data collection tool(s)	X	Structured (Quantitative)	X	Semi-structured (Qualitative)
Stratification <i>Select type(s) and enter number of strata</i>	<input type="checkbox"/>	Geographical #: non-accessible settlements in the 7 regions of the South Central Somalia, except regional capitals Population size per strata is known? <input type="checkbox"/> Yes X No		
	Sampling method		Data collection method	
Structured data collection tool # 1	X Purposive X Snowballing		Face to face key informant interviews (Target #): 2 KIs per settlement.	

Structured data collection tool # 2	<input checked="" type="checkbox"/> Purposive		Face to face or remote key informant interviews (Target #): Minimum 2 KIs per settlement. The tool to be used to remotely interview people who claim talking to someone who is still staying in the hard-to-reach settlement.			
Semi-structured data collection tool	<input checked="" type="checkbox"/> Purposive Regional-level quarterly focus-group discussions led by saturation. The participants (IDPs who have arrived within the last month) will be pre-selected.		Focus group discussions disaggregated by male and female participants, max. 8 participants per group The minimum number of FGDs per each region is 3, to be led by saturation.			
Target level of precision if probability sampling	NA		NA			
Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT	<input type="checkbox"/>	UNHCR		
Expected output type(s)	<input checked="" type="checkbox"/>	Situation overview: 1 per quarter	<input type="checkbox"/>	Report	<input type="checkbox"/>	Profile
	<input type="checkbox"/>	Presentation (preliminary findings)	<input type="checkbox"/>	Presentation	<input checked="" type="checkbox"/>	Multi-sectoral factsheet: 1 per month
	<input checked="" type="checkbox"/>	Interactive dashboard	<input type="checkbox"/>	Webmap	<input checked="" type="checkbox"/>	Maps: stand-alone, upon request
	<input type="checkbox"/>	[Other Specify] #: __				
Access	<input checked="" type="checkbox"/>	Public (available on REACH resource center and other humanitarian platforms)				
	<input checked="" type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) <i>ettlement level datasets available upon request, all other outputs publicly available</i>				
Visibility	REACH Donor: USAID					

2. Rationale

The humanitarian context in Somalia in 2020 remains fragile as large parts of the country's territory, particularly the regions in the South Central, continue to experience cumulative effects of the complex security situation and climate-related shocks. Lasting presence of armed groups in particular areas of South Central Somalia as well as logistical constraints create gaps in timely information about the needs of the populations in those regions.² Whereas few urban centers can be accessed by the humanitarian organizations, biggest parts of those regions, predominantly rural, are hard-to-reach areas.

South Central regions of Somalia altogether host the biggest number of IDPs: approximately 1.4 million out of roughly 2.6 million people.³ Bigger urban centers attract most of the newly internally displaced population, with areas around the cities of Baidoa and Mogadishu hosting the biggest IDP communities.⁴

Whereas mostly ad-hoc sectoral assessments of parts of the South Central regions have been conducted by different humanitarian actors, research that would provide regular multi-sectoral overview of the humanitarian situation in those areas so far has been missing. At the same time, a need for this type of information has been emphasized by the cluster partners who have called for more accurate information from these areas to use for planning and advocacy. .

3. To monitor humanitarian needs and displacement trends among populations living in hard-to-reach areas, REACH will be conducting remote data collection using the "Area of Knowledge (AoK)" methodology from areas within Somalia where direct primary data collection is not possible. The AoK methodology has been successfully implemented in a number of countries where REACH operates, namely, in South Sudan, Nigeria, Iraq and Syria as a way of collecting data from hard-to-reach or inaccessible areas. It involves interviewing key informants who have recently arrived from the areas of interest. The AoK approach provides a regular indicative tracking of the humanitarian situation and population needs.

Methodology

3.1. Methodology overview

Data will be collected by the enumerator teams in the IDP camps around Baidoa and Mogadishu. The assessment team will be obtaining the settlement-level information through interviews with key informants who have knowledge about their settlement of origin, with collected information georeferenced. Data collection will occur on a monthly basis to provide regular updates about the dynamic humanitarian context.

3.2. Secondary data review

Secondary data will be used throughout all stages of the research cycle to identify locations that have information gaps, to support in the design of tools, and to triangulate data collected:

- Designing of the quantitative key informant tool: Prior to the first round of data collection, the assessment team will monitor secondary data, including media sources, to inform the design and content of the questionnaires; inform the geographic coverage focus as well as to ensure contextualisation of findings for the final outputs.

² UN FAO. Somalia Water and Land Information Management (SWALIM). "The Charcoal Scourge". Accessed 5.01.2020.

³ UNHCR Operational Portal. [Horn of Africa Somalia Situation](#). Accessed 5.01.2020.

⁴ UN OCHA. Humanitarian Needs Overview. Somalia. 2019. P.3

- Triangulation of Area of Knowledge data in analysis and product drafting: Data produced by OCHA, FSNAU and specific clusters, when available, will be used to verify and confirm findings produced

Please refer to Annex 2 for the list of sources that are used for the secondary data review.

3.3. Geographical coverage

Altogether, as outlined previously, the assessment aims to collect information on settlements located in 7 regions within South Central Somalia.

The aim set by the REACH team at the initial stage of research design was to adopt a strict definition of the hard-to-reach areas and put up a list of settlements that are located in that areas. However, based on the difficulty of doing so, as well as the gap in available information from the target regions of Somalia, decision of dropping only accessible regional capitals has been taken.

The reasons for this were:

- a) intermittent access to and security constraints in most areas lying outside those large accessible urban centers in the South Central proved during other REACH assessments;
- b) lack of capacity to monitor changes in the fragile security context of the South Central regions;
- c) challenges with identifying access through presence of the humanitarian agencies, as most of them rely on their own various security regulations or mainly operate through local partners who have fewer limitations when comes to access.

3.5. Thresholds and reporting

The assessment uses several levels of reporting:

- a) aggregated percentage of total KI responses;
- b) most commonly reported responses, by percentage of assessed settlements;
- c) hexagon level (aggregated settlement level responses).

In order to consider a settlement assessed, a minimum of 2 interviews are required. Please refer to the section 3.3 for details on how the responses are aggregated.

The hexagon level aggregation has been used by other REACH missions, namely, in South Sudan, Burkina Faso, Niger and Mali and involves breaking the map of the assessed hard-to-rech areas into hexagons with the side of 6.7 km. The side of the hexagon has been identified by the country GIS team based on settlement density – given potential protection risks, the territory falling within one hexagon must contain several closely located settlements to allow sufficient anonymisation of the settlements that are assessed.

Each hexagon must include a minimum of 3 settlements (including the settlements that are assessed; the minimum number of the settlements that must be assessed within each hexagon is 1) for the purpose of further mitigating protection risks.

Selected indicators will be presented as a total percentage of responses, by percentage of the assessed settlements.

3.6. Primary data collection

Structure of the assessment round

IDP camps that received new arrivals within the last month, or new IDP settlements (set up in the last month by people who arrived from the hard-to-reach areas) will be identified through ACTED, local authorities, partners (CCCM cluster, IOM DTM), and REACH field networks. Pre-selection of people who meet the criteria for the assessment will be requested where possible from the relevant camp authorities. The field assessment teams formed in the two locations, Baidoa and Mogadishu, will be then conducting visits to the IDP sites located around these two urban centers and interviewing people who meet the selection criteria. They will utilize questionnaires created for the Kobo platform to collect the data.

Selection of the locations where REACH would be conducting the data collection was done based on the operational presence and also the fact that Baidoa and Mogadishu host the biggest numbers of IDPs.

Each assessment round will comprise of 1 week dedicated to: half-day refresher training of enumerators conducted by the Field Officers, 3 weeks of daily data collection. Simultaneously, approximately 5 days will be allocated for spatial verification. Data checking and cleaning will be conducted on a daily basis.

Quantitative tools

The quantitative tool will be based on pre-existing multi-sectoral tools already employed by REACH in Somalia, including the Detailed Site Assessment (DSA) and Joint Multi Cluster Needs Assessment (JMCNA). Humanitarian clusters and partner organisations will be requested to provide their feedback and validate the selection of indicators, survey questions, and response options.

The set of assessment tools for quantitative monthly data collection, as outlined previously, will comprise of a primary face-to-face data collection tool (see section 1 of the Data Analysis Plan), and a second tool for remote data collection (see section 2 of the Data Analysis Plan).

The second (remote) tool will be used to interview the key informants who agree to be contacted again, and who claim to still talk to people in the settlement located in the hard-to-reach area but have not visited the hard-to-reach area in the last month will be contacted with a shorter version of the tool #1 that contains key indicators suggested by clusters.

Selection of the indicators for the short tool will be based on the assumption that whereas people who have not been to the settlement in person will not be able to answer questions that require knowledge of the details, they will be getting general information about the situation. Confirmation of communication in the last month will be requested from the interviewed key informants to prevent outdated information.

Both assessment tools will include questions relating to the following clusters: Food Security and Livelihoods, Health, Nutrition, Shelter / NFI, WASH, Protection and Education. Additionally, questions on access and communication will be included.

Field officers and enumerators will conduct two or more interviews with respondents from the same settlements but no more than four interviews for any one settlement. Wherever possible, field teams will attempt to interview a mix of male and a female KIs.

Qualitative tools

The quantitative survey tool will be complemented by semi-structured FGDs aiming to aid interpretation and provide more information on the context in the target locations. The FGD topics will be identified based on the information gaps identified during the data collection from preceding months. The outputs from the FGDs will feed into the Situation Overview, which will be published on a quarterly basis.

Sampling

Given that physical access to the assessed locations is limited and there is no possibility to draw a representative sample, purposive or snowball sampling will be adopted. When visiting the IDP sites, the KIs will be asked to refer people who arrived within the last month.

Survey participants are the key informants (internally displaced persons, or IDPs) that meet the selection criteria of:

- 1) Being newly displaced from the hard-to-reach settlement (\leq 1 month), or
- 2) Having visited the hard-to-reach settlement in the last month.

Additionally, all key informants are supposed to be the ones who:

3) Lived in the hard-to-reach settlement on which they are reporting for more than 1 month: given that some of the key informants may have been through more than one round of displacement, it was essential to only include people who have sufficient knowledge of the settlement.

4) Come from a hard-to-reach settlement where at least some inhabitants still remain: since the assessment of hard-to-reach areas aims to fill in gaps in understanding the humanitarian context, targeting settlements that are no longer inhabited would not contribute to this.

3.7. Data processing and analysis

Data quality and cleaning

Detailed data cleaning procedures are outlined in the data cleaning Standard Operating Procedures that can be found in the Annex 3.

Quantitative data: Every day, at the end of data collection, the surveys are uploaded on the REACH/IMPACT Kobo-server and downloaded by the Database Officer. The dataset is anonymised and subsequently checked. Field and Assessment Officers conducting data checking and cleaning will log changes and deletions. The Assessment Officer will oversee the Field Officers, who are in turn responsible for data checking and the supervision of field teams. The following protocols will be in place to ensure the quality of data collected:

- Daily data cleaning by Field Officers, who identify outliers, anomalies, and logical inconsistencies, and give regular feedback to enumerators through daily briefings and monthly and ad-hoc trainings. Data points which cannot be resolved through follow-ups with the enumerators or respondents will be deleted. If survey records have more than three outliers that cannot be checked, the entire record is deleted from the dataset.
- Weekly data cleaning by the Assessment Officer, who reviews data cleaning conducted by Field Officers and provides additional feedback to the data collection teams in the form of regular communication, briefings, and trainings.
- Monthly data aggregation and spatial verification done by the GIS and Database Officers, who provide monthly feedback in order to ascertain settlement coverage.

Data aggregation

Data collected with structured tools will be aggregated at the following levels:

- Percentage of total answers of KIs;
- Settlement;
- Hexagon;

For the indicators that are reported with the most frequent responses by percentage of assessed settlements data first will have to be aggregated to the settlement level. Given more than one quantitative survey will be collected for a given settlement, data from key informants reporting on the same settlement is aggregated to the settlement level using a R script which employs the following logic to calculate settlement-level responses:

Aggregation of KI responses to settlement level:

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

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

Aggregation of settlement level responses to hexagon level:

- **Single response questions:** Mode aggregation.
- **Multiple response questions:** Mode aggregation.

The same approach will be used for aggregating responses for the remote survey tool.

Data aggregation will be done using an R script.

Qualitative data: transcripts of the FGD discussions will be translated into English. Cross-case analysis will then be applied for the topics under consideration.

Outputs

The main outputs produced from the monthly Assessment of Hard-to-reach Areas are the factsheets and situation overviews. Situation overviews provide quarterly overview of trends and access to basic services for populations in the assessed settlements. The factsheets will be produced on a monthly basis and will provide an overview over access to services trends and needs in each sector (FSL/Protection/WASH/Education/Shelter/NFI/Communication).

4. Roles and responsibilities

Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
<i>Research design</i>	Assessment Officer (AO), Assessment Officer (SAO)	Senior Assessment Officer (SAO) Assessment Manager (AM)	GIS officer (GISO), Geneva research team (GReT), Country Field Team, Country Focal Point (CFP)	Clusters, OCHA

<i>Supervising data collection</i>	Field Officers (FO)	AO	AM, CT, GISO	CFP
<i>Raw data checking</i>	Database Officer (DO)	AO	GISO, CT	AM
<i>Daily data cleaning, checking</i>	FO	AO, GISO	DO, CT	AM
<i>Daily data quality control</i>	FO, DO	GISO, AO	GReT, CT	AM
<i>Data analysis</i>	GISO	GISO	Geneva review team (GRT)	AM
<i>FGD supervision</i>	FO	AO	CT, GReT	AM
<i>FGD outputs analysis</i>	AO	AO	CT, GReT	AM
<i>Mapping / maps production</i>	GISO	AO, GISO	GRT	AM
<i>Factsheets production</i>	GISO	AO, GISO	AM, GRT	CFP
<i>Situation overview production</i>	AO	AO	AM, GISO, GRT	CFP
<i>Dissemination</i>	AO	AM	CT	CFP, OCHA, Clusters
<i>Monitoring & evaluation</i>	AM	AM	CFP, CT, GReT	CFP, GReT
<i>Lessons learned</i>	AO	AM	CT, GISO, FO, CFP	CFP, GReT, CT

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 complete

5. Work plan: data collection, data analysis and product production cycle

The REACH Data collection cycle will ensure that both field sites follow the same data collection cycle to ensure standard and timely collection, processing, and analysis of data, as well as the regular processing of data. The specifics of each cycle and its timetables are detailed below:

Data Collection Cycle:

Training: On the 1st week of each month, training will be conducted in each field base to provide an extended feedback to the enumerators on the issues that were encountered during the previous month. Training will take half a day.

Data Collection: Data collection occurs on every working day of the month (~20 days each month), beginning the day after the training. Data collection lasts for the 1st half of each day, from 8:30 until 13:00 every day. Between 14:00 and 17:30, the data is downloaded and cleaned by the Field Officers and Assessment Officer. To the greatest extent possible, daily data checks will be automated using an R Script. The checks include:

- Checking the time taken by the interviews and the GPS locations of where they were taken;
- Checking that enumerators are not duplicating answers;
- Checking that the survey responses are in line with the FOs' contextual understanding of the assessed settlements;
- Checking for illogical inconsistencies between responses (ex: Enumerators report that the food security situation in the settlement has improved but also that people in the settlement are skipping meals).

The data cleaning cycle follows a weekly cleaning rotation, involving the Field Officer and Assessment Officer. The cycle follows in half-week segments, with roles and responsibilities defined as follows:

Database Officer:

Field Officer: each week day, Field Officers will clean data as per the Data Cleaning SOP and notify the Assessment Officer about any significant issues that were encountered by the field teams of the enumerators. Data issues are corrected under the Assessment Officer's supervision and feedback is given to the enumerator teams as the clean data and the cleaning logs are submitted to the Assessment Officer twice a week.

Assessment Officer: The Assessment Officer (AO) conducts their own check of the data at least twice a week, and provides feedback about the quality of the data to the Field Officers. The AO goes over all of the changes in the data that are recorded in the cleaning log.

The final data is cleaned and submitted by the AO within a week after the end of data collection.

GIS Team: The GIS team checks whether GPS coordinates match the location of known settlements, adds new settlements to the database where relevant and merges them with a larger dataset at the end of each month. The GIS team then aggregates the data together, standardises the datasets into a single, countrywide dataset at the settlement level, and feeds the data into an analysis tool.

GIS Tool Bug Fix Cycle: Bugs are identified throughout the month of data collection and are brought before the Senior Database Officer every month before the start of data collection. The tool is tested, and then deployed for all teams.

Product Production Cycle:

Factsheets: Factsheets are produced monthly.

Situation Overviews: Situation Overviews are to be produced quarterly.

All published documents are shared on the reach resource centre (www.reachresourcecentre.info) Relief Web (<https://reliefweb.int/>) and through REACH's in-country mailing list (managed by the REACH Communications Manager).

6. Data Analysis Plan

Structured data collection tool # 1

# Area/Sector	Topic Area/Sector	Research Question	Indicator / Variable	Question	Questionnaire Responses	Question type	Sampling
1	General	NA	NA	Enumerator Base	1. Baidoa 2. Mogadishu	Select one	Purposive
2	General	NA	NA	Enumerator Code		Select one	Purposive
3	General	NA	N/A	In the last month, did you visit your settlement of origin?	1.Yes 2.No	Select one	Purposive
4	General	NA	N/A	In the last month, did you talk to someone who now still lives in your settlement of origin?	1.Yes 2.No	Select one	Purposive
5	H2R Demographics	What are the factors that contribute to displacement from and with the hard-to-reach areas?	% of IDP population per total population in assessed hard to reach settlements in the last month	In the last month, what proportion of the total population now living in the \${label_settlement} were people who moved from a different settlement within Somalia (IDPs)? (READ THE OPTIONS OUT LOUD)	1. There are no people who moved from a different settlement within Somalia in the settlement (IDPs) 2. Less than half (few or some) 3. Around half 4. More than half (most) 5. All 99. Don't know	Select one	Purposive
6	H2R Demographics	What are the factors that contribute to displacement from and with the hard-to-reach areas?	% of assessed hard to reach settlements where IDPs arrived in the past month	Did any people from a different settlement within Somalia move permanently to the \${label_settlement} in the past month?	1. Yes 2. No 99. Don't know	Select one	Purposive

7	H2R Demographics	What are the factors that contribute to displacement from and with the hard-to-reach areas?	% of assessed hard to reach settlements per known source of IDPs who arrived in the past month	Do you know where MOST people from other settlement of Somalia who arrived in the past month to live in \${label_settlement} came from?	1. Yes 2. No	Select one	Purposive
8	H2R Demographics	What are the factors that contribute to displacement from and with the hard-to-reach areas?	% of assessed hard to reach settlements per region from which most of the IDPs came in the past month	What region did MOST of those people arrive from in the past month?	Admin list (of Regions)	Select one	Purposive
9	H2R Demographics	What are the factors that contribute to displacement from and with the hard-to-reach areas?	% of assessed hard to reach settlements per district from which most of the IDPs came in the past month	From what district were those who moved permanently to \${label_settlement} in the past month?	Admin list (of Districts)	Select one	Purposive
10	H2R Demographics	What are the factors that contribute to displacement from and with the hard-to-reach areas?	% of assessed settlements per main push factor for IDPs moving out of them in the past month	What were the main reasons why most of the people who moved permanently to the \${label_settlement} in the past month left their settlement?	1. Drought 2. Flooding 3. Conflict 4. Lack of jobs 5. Evictions 6. No access to services 6. Other (please specify) 7. No response or I don't want to answer 99. Don't know	Select multiple	Purposive
11	H2R Demographics	What are the factors that contribute to displacement from and with the hard-to-reach areas?	% of assessed hard to reach settlements per primary pull factor for IDPs moving to them in the past month	What were the main reasons why most of the IDPs decided to move to \${label_settlement} in the past month?	1. Access to water 2. Access to food 3. Better security situation 4. Presence of jobs 5. Availability of shelters 6. Better access to services 6. Other (please specify) 7. No response or I don't want to answer 99. Don't know	Select multiple	Purposive

12	H2R Demographics	What are the factors that contribute to displacement from and with the hard-to-reach areas?	% of assessed hard to reach settlements per main push factor of host community departure from \${label_settlement} in the past month	What is the PRIMARY reason why most people ORIGINALLY FROM the \${label_settlement} moved out in the past month?	<ol style="list-style-type: none"> 1. Drought 2. Flooding 3. Conflict 4. Lack of jobs 5. Evictions 6. No access to services 7. Other (please specify) 8. No response or I don't want to answer 99. Don't know 	Select one	Purposive
13	H2R Demographics	What are the factors that contribute to displacement from and with the hard-to-reach areas?	% of settlements per secondary push factor of host community departure from \${label_settlement} in the past month	What is the SECONDARY reason why most people originally from the \${label_settlement} moved out in the past month?	<ol style="list-style-type: none"> 1. None 2. Drought 3. Flooding 4. Conflict 5. Lack of jobs 6. Evictions 7. No access to services 8. Other (please specify) 9. No response or I don't want to answer 99. Don't know 	Select one	Purposive
14	Food Security and Livelihoods	To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?	% of assessed hard to reach settlements per type of access to functional market in the past month	In the past month, were people from \${label_settlement} accessing any functional market? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. Yes, at all times 2. Yes, but access limited to some days 3. No access 99. Don't know 	Select one	Purposive

15	Food Security and Livelihoods	What are the constraints to access to services and assistance?	% of assessed hard to reach settlements per reason people not accessing market in the past month	What were the reasons people were not accessing market in the past month?	1. Security risks 2. Market too far 3. No items needed at the market 4. Road closed 5. No cash to buy goods 6. Insufficient quality of goods 7. Concerns about contracting or transmitting the 8. coronavirus infection 8. Other (please specify) 99. Don't know	Select one	Purposive
16	Food Security and Livelihoods	Where do people living in the hard-to-reach areas access services?	% of assessed hard to reach settlements where functional markets were accessible to most people in the past month by region	What region is the market to which MOST people from \${label_settlement} have been going in the past month located?	Admin list (of Regions)	Select one	Purposive
17	Food Security and Livelihoods	Where do people living in the hard-to-reach areas access services?	% of assessed hard to reach settlements where functional markets were accessible to most people in the past month by district	What district is the market to which MOST people from \${label_settlement} have been going to in the past month located?	Admin list (of Districts)	Select one	Purposive
18	Food Security and Livelihoods	Where do people living in the hard-to-reach areas access services?	% of assessed hard to reach settlements where functional markets were accessible to most people in the past month by settlement	What is the name of the settlement where the market is located?	Admin list (of settlements)	Select one	Purposive
19	Food Security and Livelihoods	Where do people living in the hard-to-reach areas access services?	% of assessed hard to reach settlements where functional markets were accessible to most people in the past	What is the name of the closest settlement to the one where the market is located?	Admin list (of settlements)	Select one	Purposive

			<i>month in settlement that is not in the official list</i>				
20	Food Security and Livelihoods	<i>What are the constraints to access to services and assistance?</i>	<i>% of assessed hard to reach settlements per walking distance to the closest functional market in the past month</i>	How long do people from \${label_settlement} need to walk in order to access a functional market?	<ol style="list-style-type: none"> 1. Under 30 minutes 2. 30 minutes to less than 1 hour 3. One hour to less than half a day 4. Half a day 5. More than half a day 99. Don't know 	<i>Select one</i>	<i>Purposive</i>
21	Food Security and Livelihoods	<i>To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?</i>	<i>% of markets in the assessed hard to reach area per group of goods that have been available in the past month</i>	Have the following things been available in the past month in the market where the majority of population goes from \${label_settlement}? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. Food 2. Tools for farming and seeds 3. Livestock 4. Fuel for cooking 5. Construction materials 6. Clothes and materials for sewing 7. Shoes 8. Soap 9. Jerry cans 10. Womens` menstrual materials 11. Mosquito nets 99. Don't know 	<i>Select multiple</i>	<i>Purposive</i>
22	Food Security and Livelihoods	<i>To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?</i>	<i>% of the assessed hard to reach settlements per reported change of prices for food in the last month</i>	Did prices of food change in places where people from your settlement of origin were buying it, compared to last month?	<ol style="list-style-type: none"> 1. Prices increased 2. Prices decreased 3. Prices did not change 4. Don't know 5. People from settlement usually don't buy any food from anywhere 	<i>Select one</i>	<i>Purposive</i>
23	Food Security and Livelihoods	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food</i>	<i>% of assessed hard to reach settlements where most persons had adequate access to food In the last month</i>	In the last month, did MOST people in \${label_settlement} have to skip 2 or more meals a day?	<ol style="list-style-type: none"> 1. Yes 2. No 99. Don't know 	<i>Select one</i>	<i>Purposive</i>

		Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?					
24	Food Security and Livelihoods	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements per change of situation with access to food In the last month	Compared to previous month, has access to food in \${label_settlement} improved, worsened or remained the same?	1. Worsened 2. Improved 3. Remained the same 99. Don't know	Select one	Purposive
25	Food Security and Livelihoods	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements per main challenges with accessing food In the last month	In the last month, what were the main reasons people couldn't access enough food in \${label_settlement}?	1. Security issues 2. No land for cultivation 3. Natural causes 4. Economic causes 5. Functional market not available 6. Other (please specify) 99. Don't know	Select multiple	Purposive

26	Food Security and Livelihoods	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per main sources of food for most people In the last month</i>	In the last month, where did MOST people get their food from in \${label_settlement}?	<ol style="list-style-type: none"> 1. Own production (cultivation, livestock) 2. Foraged for wild foods (including hunting, fishing) 3. Bought with cash 4. Given by family or friends living in another settlement 5. Received food assistance from NGOs 6. Other (please specify) 99. Don't know 	<i>Select one</i>	<i>Purposive</i>
27	Food Security and Livelihoods	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per food coping strategies In the last month</i>	In the last month, when there was not enough food in \${label_settlement}, what did ANY people do to cope with the lack of food?	<ol style="list-style-type: none"> 1. Access to food has been sufficient in the past month 2. Borrow food from others 3. Eat wild foods not commonly a part of diet 4. Limit portion sizes 5. Part of family skips meals so others can eat 6. Reduce number of meals eaten in a day 7. Skip entire days without eating 8. Buy cheaper food 9. Other (please specify) 10. No response or I don't want to answer 99. Don't know 	<i>Select multiple</i>	<i>Purposive</i>

28	Food Security and Livelihoods	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per livelihood activities people have been engaging In the last month</i>	In the last month, which of the following activities did people in \${label_settlement} mainly engage in to support their families? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. Farming 2. Livestock produce 3. Contractual work 4. Business 5. Day labour 6. Receiving money from relatives or friends outside of the settlement 7. Receiving humanitarian assistance 8. Rent of land or property 9. Begging 10. None 97. Other (please specify) 99. Don't know 	<i>Select multiple</i>	<i>Purposive</i>
29	Health	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per inhabitants' most common health problem in the last month</i>	In the last month, what was the MOST COMMON health problem for people in \${label_settlement}?(READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. Malaria 2. Fever 3. Acute watery diarrhoea (3 or more liquid stools per day) 4. Chronic illnesses (health conditions that last longer than 3 months and require constant treatment) 5. Wounds from fighting 6. No common health problems 7. Other (please specify) 99. Don't know 	<i>Select one</i>	<i>Purposive</i>

30	Health	<i>To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?</i>	<i>% of assessed hard to reach settlements per accessibility of health services in the past month</i>	In the last month, were people from \${label_settlement} able to access ANY health services?	1. Yes 2. No 99. Don't know	<i>Select one</i>	<i>Purposive</i>
31	Health	<i>To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?</i>	<i>% of assessed hard to reach settlements per type of health services that have been available to people in the past month</i>	In the last month, what health services have been available to people from \${label_settlement}? (READ THE OPTIONS OUT LOUD)	1. Clinic 2. Mobile clinic 3. Drugstore 4. Hospital 5. Healer 6. First aid post 7. Midwife 8. Individual practitioner 9. Other (please specify) 10. None 99. Don't know	<i>Select multiple</i>	<i>Purposive</i>

32	Health	What are the constraints to access to services and assistance?	% of assessed hard to reach settlements per distance for most inhabitants to travel to a health facility In the last month	In the last month, how long did it take for MOST people to access the closest functional clinic or hospital FROM \${label_settlement}?	1. Under 30 minutes 2. 30 minutes to less than 1 hour 3. One hour to less than half a day 4. Half a day 5. More than half a day 99. Don't know	Select one	Purposive
33	Health	What are the constraints to access to services and assistance?	% of assessed hard to reach settlements per groups that have not been able to access health services in the past month	Do you know ANY of the groups that have not been able to access the healthcare services when needed \${label_settlement} in the past month?	1. Boys under 18 2. Girls under 18 3. Men over 18 years old 4. Women over 18 years old 5. Men over 60 6. Women over 60 7. People who have difficulties moving, seeing or hearing 8. None 10. Other (please specify) 99. Don't know	Select multiple	Purposive
34	Health	Where do people living in the hard-to-reach areas access services?	% of assessed hard to reach settlements where functional clinic was accessible to most people in the past month by region	What region is the clinic to which MOST people from \${label_settlement} go located?	Admin list (of Regions)	Select one	Purposive
35	Health	Where do people living in the hard-to-reach areas access services?	% of assessed hard to reach settlements where functional clinic was accessible to most	What district is the clinic to which MOST people from \${label_settlement} go located?	Admin list (of Districts)	Select one	

			people in the past month by district				
36	Health	Where do people living in the hard-to-reach areas access services?	% of assessed hard to reach settlements where functional clinic was accessible to most people in the past month by settlement	What settlement is the clinic to which MOST people from \${label_settlement} go located?	Admin list (of settlements)	Select one	Purposive
37	Health	Where do people living in the hard-to-reach areas access services?	% of assessed hard to reach settlements where functional clinic was accessible to most people in the past month in settlement that is not in the official list	What is the name of the closest settlement?	Admin list (of settlements)	Select one	Purposive
38	Health	What are the constraints to access to services and assistance?	% of assessed hard to reach settlements per most common barrier to accessing health services in the past month	In the last month, what have been the most common barriers accessing health care services from \${label_settlement}?	<ol style="list-style-type: none"> 1. Distance 2. Security 3. Cost of services 4. Absence of qualified personnel 5. None 5. Other (please specify) 99. Don't know 	Select multiple	Purposive
39	Health	To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?	% of the assessed hard to reach settlements where the healthcare personnel was working in the last month	How often did any healthcare workers (community health worker, nurse, doctor or midwife) provide basic health services (examination, first aid, health education) in your settlement of origin in the last month?	<ol style="list-style-type: none"> 1. Once a week or more often 2. 2 or 3 times a month 3. Once a month 4. Less frequently than once a month 5. There were no healthcare workers working in the settlement in the last month 6. Don't know 	Select one	Purposive
40	Protection	What are the factors that contribute to displacement from and with the hard-to-reach areas?	% of settlements per status of relations between host and IDP communities in the past month	How would you describe the relations between IDPs and host community in \${label_settlement} in the past month? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. Very bad 2. Bad 3. Good 4. Very good 	Select one	Purposive

					5. No response or I don't want to answer 99. Don't know		
41	Protection	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements per causes of most disputes in \${label_settlement} in the past month	In the last month, what were the causes of MOST disputes in \${label_settlement}?	1. Land dispute 2. Food access dispute 3. Livestock access dispute 4. Water access dispute 5. Family dispute 6. Access to work 7. Access to humanitarian aid 8. Shelter dispute 9. Clan dispute 10. Tax dispute 11. Property dispute 12. Other (please specify) 13. None 14. No response or I don't want to answer 99. I don't know	Select multiple	Purposive
42	Protection	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements with unaccompanied children living in settlement in the past month	In the last month, were there ANY children with no caretaker or relative looking after them living in \${label_settlement}?	1. Yes 2. No 99. Don't know	Select one	Purposive
43	Protection	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food	% of assessed hard to reach settlements with reported cases of eviction in the past month	In the last month, were ANY people evicted in \${label_settlement}?	1. Yes 2. No 98. No response or I don't want to answer 99. Don't know	Select one	Purposive

		<i>Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>					
44	Protection	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard-to-reach settlements where people who did not own the land did not have tenure agreements in the past month</i>	Do you know ANY cases when people from the settlement had no tenure agreements when they did not own land they were using?	1. Yes 2. No 99. Don't know	Select one	Purposive
45	Protection	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard-to-reach settlements per main form of tenure agreements in the past month</i>	What is the form of tenure agreements MOST people who did not own their land in \${label_settlement} had in the last month?	1. Written 2. Oral 3. None 99. Don't know	Select one	Purposive
46	Protection	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food</i>	<i>% of assessed hard to reach settlements per perceived safety of movement to and out of settlement in the past month</i>	In the last month, were people able to leave the \${label_settlement} and return safely?	1. Yes 2. No 99. Don't know	Select one	Purposive

		<i>Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>					
47	Protection	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per perceived freedom of movement around the settlement during the day in the past month</i>	In the past month, have people been able to move safely around the settlement during the day?	1. Yes 2. No 99. Don't know	Select one	Purposive
48	Protection	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per perceived freedom of movement during the night around the settlement in the past month</i>	In the past month, have people been able to move safely around the settlement during the night?	1. Yes 2. No 99. Don't know	Select one	Purposive

49	Protection	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per types of security incidents that happened in the past month</i>	In the last month, did you hear about any of the following types of incidents that happened in \${label_settlement}? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. None 2. Conflict within the settlement 3. Sexual violence 4. Abduction 5. Theft 6. Tax collection 7. Conflict with people who do not live in the settlement 8. UXO, including with people or livestock 9. Other (please specify) 10. No response or I don't want to answer 99. Don't know 	<i>Select multiple</i>	<i>Purposive</i>
50	Protection	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per place where security incidents happened in the past month</i>	Where did the security incidents happen in the past month?	<ol style="list-style-type: none"> 1. In shelters 2. Water points 3. Latrines 4. Bathing areas 5. Markets 6. Schools 7. Clinics 8. Humanitarian aid distribution points 9. On the road 10. Checkpoints 11. In the field 12. Other (please specify) 99. Don't know 	<i>Select multiple</i>	<i>Purposive</i>

51	Protection	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per groups that mediated the conflict in community in the past month</i>	If conflict happened, which of the following groups served as mediators in the past month?	<ol style="list-style-type: none"> 1. Community leaders / elders 2. Clan leaders 3. Local NGO/INGO/UN 4. Health centres/staff 5. Gatekeepers 6. Local authorities 7. Religious leaders 8. None 9. Other (please specify) 10. No response or I don't want to answer 99. Don't know 	<i>Select multiple</i>	<i>Purposive</i>
52	Protection	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements where people faced obstacles trying to leave the settlement in the last month</i>	In the last month, did you hear of ANY of the following incidents that happened to people when they were trying to move out of the settlement? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. None 2. Tax to leave the settlement 3. Sexual violence 4. Family separation 5. Remaining relatives are targeted 6. Loss of property 7. Killing 8. Physical injury 9. Other 10. No response or I don't want to answer 99. Don't know 	<i>Select multiple</i>	<i>Purposive</i>
53	Shelter and NFIs	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and</i>	<i>% of the assessed hard to reach settlements per reported change of prices to NFIs in the last month</i>	Did prices of NFIs change in places where people from your settlement of origin were buying them, compared to last month?	<ol style="list-style-type: none"> 1. Prices increased 2. Prices decreased 3. Prices did not change 4. Don't know 5. People from settlement usually don't buy any NFIs from anywhere 	<i>Select one</i>	<i>Purposive</i>

		Hygiene, Education and Protection?					
54	Shelter and NFIs	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements per main shelter type used by population In the last month	In the last month, WHAT was the MOST COMMON shelter type used by the population in \${label_settlement}?	<ol style="list-style-type: none"> 1. Permanent structure (e.g. brick, metal roof) 2. Tent 3. Makeshift shelter (plastic sheets, cloth) 4. Abandoned building 5. Community building (mosque, school, hospital, abandoned structure) 6. Dwelling hut with thatched roof 7. No shelter (sleeping in the open) 8. Other (please specify) 99. Don't know 	Select one	Purposive
55	Shelter and NFIs	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements where ANY people were sleeping in the open in the last month	Do you know if ANY people were sleeping in the open in \${label_settlement} in the last month?	<ol style="list-style-type: none"> 1. Yes 2. No 	Select one	Purposive

56	Shelter and NFIs	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements per reason ANY shelters were destroyed or damaged in the past month	If ANY shelters were destroyed or significantly damaged in \${label_settlement} in the last month, what was the reason?	<ol style="list-style-type: none"> 1. Flooding 2. Conflict / looting 3. Fire 4. There were no shelters destroyed or significantly damaged in the last month 5. Other (please specify) 99. Don't know 	Select one	Purposive
57	Shelter and NFIs	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements per proportion of destroyed and not rebuilt shelters In the last month	In the last month, how many shelters were destroyed and not rebuilt in \${label_settlement}?	<ol style="list-style-type: none"> 1. Less than half (few or some) 2. Around half 3. More than half (most) 4. All 99. Don't know 	Select one	Purposive
58	Shelter and NFIs	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements per reason destroyed shelters were not rebuilt in the past month	In the last month, what was the MAIN reason the destroyed shelters were not rebuilt in \${label_settlement}?	<ol style="list-style-type: none"> 1. Building materials unavailable in the settlement 2. No money to buy materials 3. Too dangerous to travel to the market 4. Necessary materials unavailable at the market 5. People whose shelters were destroyed moved away 6. Other (please specify) 98. No response or I don't want to answer 99. Don't know 	Select one	Purposive

59	WASH	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per main source of drinking water In the last month</i>	In the last month, what was the MAIN source of water for drinking for people in \${label_settlement}? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. Water kiosk 2. Vendors or shop 3. Piped system 4. Protected well with hand pump 5. Protected well w/o hand pump 6. Unprotected well 7. Berkad 8. River / pond 9. Water tank and tap 10. Water trucking 11. Borehole with submersible pump 12. Other (please specify) 	Select one	Purposive
60	WASH	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements where people consumed surface water for drinking In the last month</i>	Did ANY people have to use surface water for drinking? (water from a pond / river)?	<ol style="list-style-type: none"> 1. Yes 2. No 99. Don't know 	Select one	Purposive
61	WASH	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and</i>	<i>% of assessed hard to reach settlements per time required on average to bring drinking water to their householdsIn the last month</i>	In the last month, how long did it take on average for people to reach, wait in the line, and return with drinking water to \${label_settlement}?	<ol style="list-style-type: none"> 1. Under 30 minutes 2. 30 minutes to less than 1 hour 3. One hour to less than half a day 4. Half a day 5. More than half a day 99. Don't know 	Select one	Purposive

		<i>Hygiene, Education and Protection?</i>					
62	WASH	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements where inhabitants were unable to access adequate amount of water In the last month</i>	<i>In the last month, have MOST people been able to access enough water to meet their needs in \${label_settlement}?</i>	1. Yes 2. No 99. Don't know	Select one	Purposive
63	WASH	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements where access to water for drinking is sufficient during both dry and wet season</i>	<i>Is access to water for drinking and cooking sufficient during both dry and rainy season?</i>	1. Yes 2. No 99. Don't know	Select one	Purposive
64	WASH	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food</i>	<i>% of the assessed hard to reach settlements per reported change of prices for soap in the market accessed by people from the settlement</i>	<i>Did prices of soap change in places where people from your settlement of origin were buying it, compared to last month?</i>	1. Prices increased 2. Prices decreased 3. Prices did not change 4. Don't know 5. People from settlement usually don't buy any soap from anywhere	Select one	Purposive

		<i>items, Water, Sanitation and Hygiene, Education and Protection?</i>					
65	WASH	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of the assessed hard to reach settlements where people had access to soap and were using it for hand washing in the last month</i>	In the last month, did majority of the people in the settlement have access to and use water and soap to wash hands?	1. Yes 2. No 99. Don't know	Select one	Purposive
66	WASH	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements with presence of stagnant water in the past month</i>	Was there stagnant water visible near the settlement in the past month?	1. Yes 2. No 99. Don't know	Select one	Purposive

67	WASH	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per proportion of inhabitants that was using latrines In the last month</i>	In the last month, what proportion of people were using latrines in $\{label_settlement\}$? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. None 2. Less than half (few or some) 3. Around half 4. More than half (most) 5. All 99. Don't know 	<i>Select one</i>	<i>Purposive</i>
68	WASH	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per reason inhabitants were not using latrines In the last month</i>	In the last month, what were the MAIN barriers to using the latrines in $\{label_settlement\}$?(READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. None available 2. Insufficient quantity 3. Not functional 4. Overcrowded 5. Too dirty 6. Too far 7. It is not common to use them 8. Not safe for women 9. Not safe for people with difficulties hearing, seeing, moving 10. Not appropriate for children 11. Dangerous at night 12. Other (please specify) 99. Don't know 	<i>Select multiple</i>	<i>Purposive</i>
69	WASH	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and</i>	<i>% of assessed hard to reach settlements per MAIN waste disposal practice In the last month</i>	What is the main way in which waste is disposed in the settlement in the past month?	<ol style="list-style-type: none"> 1. Burned 2. Buried 3. Dumped in a dedicated area 4. Other (please specify) 99. Don't know 	<i>Select one</i>	<i>Purposive</i>

		Hygiene, Education and Protection?					
70	Education	To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?	% of assessed hard to reach settlements per types of education services accessible from the settlement In the last month	What are the education services that children from the settlement were ABLE to access in the past month? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. None 2. Primary school for boys 3. Primary school for girls 4. Secondary school for boys 5. Secondary school for girls 6. Quranic school for boys 7. Quranic school for girls 8. NGO mobile school 9. Basic writing and numeracy for boys 10. Basic writing and numeracy for girls 11. Other (please specify) 99. Don't know 	Select multiple	Purposive

71	Education	<i>What are the constraints to access to services and assistance?</i>	<i>% of assessed hard to reach settlements per distance to the closest functional school In the last month</i>	How much time dis it take to access the closest functional school (formal, informal or run by an NGO) from \${label_settlement} In the last month?	<ol style="list-style-type: none"> 1. Under 30 minutes 2. 30 minutes to less than 1 hour 3. 1 hour to 3 hours 4. More than 3 hours 99. Don't know 	<i>Select one</i>	<i>Purposive</i>
72	Education	<i>What are the constraints to access to services and assistance?</i>	<i>% of assessed hard to reach settlements per types of education services accessible from the settlement In the last month</i>	What are the education services that children from the settlement were ABLE to access in the past month? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. None 2. Primary school for boys 3. Primary school for girls 4. Secondary school for boys 5. Secondary school for girls 6. Quranic school for boys 7. Quranic school for girls 8. NGO mobile school 9. Basic writing and numeracy for boys 10. Basic writing and numeracy for girls 11. Other (please specify) 99. Don't know 	<i>Select multiple</i>	<i>Purposive</i>

73	Education	<i>What are the constraints to access to services and assistance?</i>	<i>% of assessed hard to reach settlements per main barrier accessing education for girls in the past month</i>	What was the main barrier accessing education for the GIRLS from {label_settlement} in the past month?	<ol style="list-style-type: none"> 1. None 2. Security 3. Cost of studies 4. Distance to closest services 5. Cultural reasons 6. Need to support family 7. Early marriage 8. Quality of education 9. School remained closed 10. Other (please specify) 99. Don't know 	<i>Select one</i>	<i>Purposive</i>
74	Communication	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of the assessed hard to reach settlements that were receiving information on coronavirus-19 in the last month</i>	In the last month, have people in your settlement of origin been receiving any information about the coronavirus infection?	<ol style="list-style-type: none"> 1. Yes 2. No 99. Don't know 	<i>Select one</i>	<i>Purposive</i>

75	Communication	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of the assessed hard to reach settlements per source of information about coronavirus infection</i>	If yes, from who were the MAIN providers of information about the coronavirus infection?	<ol style="list-style-type: none"> 1. Government agencies 2. Local community leaders 3. Religious leaders 4. NGOs 5. Media (TV, radio) 6. Social media (Whatsapp, facebook, etc) 7. Healthcare workers 8. Drugstore 9. Traditional healers 10. Family and friends 99. I don't know 12. Other (please specify) 	<i>Select multiple</i>	<i>Purposive</i>
76	Communication	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of the assessed hard to reach settlements per types of measures most commonly undertaken by people in the settlement in the last month aimed to protect them from coronavirus infection</i>	Have there been any kind of measures MOST people were undertaking to protect themselves from the coronavirus infection in the last month in your settlement? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. Washing hands with soap 2. Washing hands with water 3. Wearing masks 4. Keeping physical distance of at least 1 meter and more with other people 5. Using hand sanitizers 6. Older people (60+) and chronically ill persons are moved to a separate place 7. People with symptoms similar to cold are isolated (either in a separate room or in a separate shelter) 8. People from other settlements are not allowed in 9. Avoid attending markets, public transport and mosques 10. Pray 11. No measures were taken, as people believe the disease will not affect the community 99. Don't know 13. Other (please specify) 	<i>Select multiple</i>	<i>Purposive</i>

77	Communication	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements by most common source of news for inhabitants In the last month	In the last month, what were the main sources of news for people living in \${label_settlement}?	<ol style="list-style-type: none"> 1. Radio 2. SMS 3. Social media (Facebook, twitter) 4. Internet 5. Mobile phone calls 6. Conversations face to face 9. Other (please specify) 10. No response or I don't want to answer 99. Don't know 	Select multiple	Purposive
78	Communication	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements per main people who served as source of information for inhabitants In the last month	In the last month, who was the main source of news for MOST people in \${label_settlement}?	<ol style="list-style-type: none"> 1. Friend/family/neighbors 2. NGO workers 3. Community leader, religious leader 4. Local authorities 5. Transport drivers 6. Merchants 7. Other (please specify) 99. Don't know 	Select multiple	Purposive
79	Communication	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements per radio stations the majority of population listened to In the last month	Which radio stations did MOST people in \${label_settlement} listen to in the last month?	<ol style="list-style-type: none"> 1. Africas Voices Foundation 2. Voice of America 3. BBC Somalia 4. Bar Kulan 5. Radio Ergo 6. Radio Shabelle 7. Radio Kulmiye 8. Radio Mogadishu 9. Radio Xurmo 10. Al Andalus 11. Al Furqaan 12. Al Risaala 13. Radio Xamar 	Select multiple	Purposive

					<ul style="list-style-type: none"> 14. Radio Banadir 15. Radio Simba 16. Star FM 17. Other (please specify) 18. None 99. Don't know 		
80	Communication	<i>To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?</i>	<i>% of assessed hard to reach settlements where people were receiving information about humanitarian assistance from the NGOs in the past month</i>	In the last month, were people from \${label_settlement} receiving information from the NGOs (both local and international) about available humanitarian assistance?	<ul style="list-style-type: none"> 1. Yes 2. No 99. Don't know 	Select one	Purposive
81	Communication	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per the most common reason inhabitants couldn't access information on humanitarian assistance In the last month</i>	In the last month, what were the MAIN barriers to accessing ANY information from the settlement?	<ul style="list-style-type: none"> 1. No obstacles to getting information 2. Lack of electricity 3. Lack of mobile networks 4. Lack of radio signal 5. Information is written and people are unable to read 6. People do not have credit on their phones 7. Other (please specify) 99. Don't know 	Select multiple	Purposive
82	Communication	<i>To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?</i>	<i>% of assessed hard to reach settlements where any people had access to humanitarian aid In the last month</i>	In the last month, were any people in \${label_settlement} able to access any kinds of support provided by NGOs?	<ul style="list-style-type: none"> 1. Yes 2. No 99. Don't know 	Select one	Purposive

83	Communication	To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?	% of assessed hard to reach settlements per type of humanitarian aid received by inhabitants in the last month	In the last month, what were the types of NGO support people from \${label_settlement} were able to access? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. Food distributions 2. Vaccinations 3. Education services 4. Construction materials / NFIs 5. Legal support 6. Seeds, tools for farming 7. Livestock 8. Cash distribution 9. None 10. Other (please specify) 99. Don't know 	Select one	Purposive
84	Communication	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements connected to the main or secondary road	Is there a main or a secondary road going through the settlement? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. Yes, a main road 2. Yes, a secondary road 3. None of the above 	Select one	Purposive
85	Communication	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of assessed hard to reach settlements that are accessible by air	Is there an airstrip in close proximity to the settlement that can be used by civilian airplanes?	<ol style="list-style-type: none"> 1. Yes 2. No 99. Don't know 	Select one	
				Referral sub-tool			

1	KI Demographics	NA	<i>Consent to participate in further rounds of data collection</i>	Would you agree to be contacted again to answer a set of questions about your settlement of origin?	1. Yes 2. No	Select one	
2	KI Demographics	NA	<i>Preferred type of contact</i>	How would you like to be contacted again?	1. In person 2. By phone	Select one	
3	KI Demographics	NA	<i>Phone number of KI</i>	What is the respondent's phone number?	Integer		
4	KI Demographics	NA	<i>KI referral</i>	Can you refer us another person who moved from your settlement 1 month ago and less?	1. Yes 2. No	Select one	
5	KI Demographics	NA	<i>Name of referred KI</i>	Name of the referred KI			
6	KI Demographics	NA	<i>Phone number of KI</i>	Phone number of the referred KI	Integer		

Structured data collection tool # 2

No	Topic Area/Sector	Research Question	Indicator / Variable	Question	Questionnaire Responses	Question type	Sampling
1	General	NA	N/A	In the last month, did you visit your settlement of origin?	1.Yes 2.No	Select one	<i>Purposive</i>

2	General	NA	N/A	In the last month, did you talk to someone who now still lives in your settlement of origin?	1.Yes 2.No	Select one	Purposive
3	Food Security and Livelihoods	<i>To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?</i>	<i>% of assessed hard to reach settlements per type of access to functional market in the past month</i>	In the past month, were people from \${label_settlement} accessing any functional market? (READ THE OPTIONS OUT LOUD)	1. Yes, at all times 2. Yes, but access limited to some days 3. No access 99. Don't know	Select one	Purposive
4	Food Security and Livelihoods	<i>What are the constraints to access to services and assistance?</i>	<i>% of assessed hard to reach settlements per reason people not accessing market in the past month</i>	What were the reasons people were not accessing market in the past month?	1. Security risks 2. Market too far 3. No items needed at the market 4. Road closed 5. No cash to buy goods 6. Insufficient quality of goods 7. Concerns about contracting or transmitting the coronavirus infection 8. Other (please specify) 9. Don't know	Select multiple	Purposive
5	Food Security and Livelihoods	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of the assessed hard to reach settlements per reported change of prices for food in the last month</i>	Did prices of food change in places where people from your settlement of origin were buying it, compared to last month?	1. Prices increased 2. Prices decreased 3. Prices did not change 4. Don't know 5. People from settlement usually don't buy any food from anywhere	Select one	Purposive

6	Health	<i>To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?</i>	<i>% of assessed hard to reach settlements per accessibility of health services in the past month</i>	In the last month, were people from \${label_settlement} able to access ANY health services?	1. Yes 2. No 99. Don't know	Select one	<i>Purposive</i>
7	Health	<i>To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?</i>	<i>% of assessed hard to reach settlements per type of health services that have been available to people in the past month</i>	In the last month, what health services have been available to people from \${label_settlement}? (READ THE OPTIONS OUT LOUD)	1. Clinic 2. Mobile clinic 3. Drugstore 4. Hospital 5. Healer 6. First aid post 7. Midwife 8. Individual practitioner 9. Other (please specify) 10. None 99. Don't know	Select multiple	<i>Purposive</i>
8	Health	<i>What are the constraints to access to services and assistance?</i>	<i>% of assessed hard to reach settlements per distance for most inhabitants to travel to a health facility In the last month</i>	In the last month, how long did it take for MOST people to access the closest functional clinic or hospital FROM \${label_settlement}?	1. Under 30 minutes 2. 30 minutes to less than 1 hour 3. One hour to less than half a day 4. Half a day 5. More than half a day 99. Don't know	Select one	<i>Purposive</i>
9	Health	<i>Where do people living in the hard-to-reach areas access services?</i>	<i>% of assessed hard to reach settlements where functional clinic was accessible to most people in the past month by region</i>	What district is the clinic to which MOST people from \${label_settlement} go located?	Admin list (of Districts)	Select one	<i>Purposive</i>

10	Health	Where do people living in the hard-to-reach areas access services?	% of assessed hard to reach settlements where functional clinic was accessible to most people in the past month by district	What settlement is the clinic to which MOST people from \${label_settlement} go located?	Admin list (of settlements)	Select one	Purposive
11	Health	Where do people living in the hard-to-reach areas access services?	% of assessed hard to reach settlements where functional clinic was accessible to most people in the past month by settlement	What is the name of the closest settlement?	Admin list (of settlements)	Select one	Purposive
12	Health	Where do people living in the hard-to-reach areas access services?	% of assessed hard to reach settlements per most common barrier to accessing health services in the past month	In the last month, what have been the most common barriers accessing health care services from \${label_settlement}?	1. Distance 2. Security 3. Cost of services 4. Absence of qualified personnel 5. None 5. Other (please specify) 99. Don't know	Select one	Purposive
13	Health	To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?	% of the assessed hard to reach settlements where the healthcare personnel was working in the last month	How often did any healthcare workers (community health worker, nurse, doctor or midwife) provide basic health services (examination, first aid, health education) in your settlement of origin in the last month?	1. Once a week or more often 2. 2 or 3 times a month 3. Once a month 4. Less frequently than once a month 5. There were no healthcare workers working in the settlement in the last month 6. Don't know	Select one	Purposive

14	Protection	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per perceived safety of movement to and out of settlement in the past month</i>	In the last month, were people able to leave the \${label_settlement} and return safely?	1. Yes 2. No 99. Don't know	Select one	<i>Purposive</i>
15	Protection	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per types of protection incidents that happened in the past month</i>	In the last month, did you hear about any of the following types of incidents that happened in \${label_settlement}? (READ THE OPTIONS OUT LOUD)	1. None 2. Conflict within the settlement 3. Sexual violence 4. Abduction 5. Theft 6. Tax collection 7. Conflict with people who do not live in the settlement 8. UXO, including with people or livestock 9. Other (please specify) 10. No response or I don't want to answer 99. Don't know	Select multiple	<i>Purposive</i>

16	Protection	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per groups that mediated the conflict in community in the past month</i>	If conflict happened, which of the following groups served as mediators in the past month?	<ol style="list-style-type: none"> 1. Community leaders / elders 2. Clan leaders 3. Local NGO/INGO/UN 4. Health centres/staff 5. Gatekeepers 6. Local authorities 7. Religious leaders 8. None 9. Other (please specify) 10. No response or I don't want to answer 99. Don't know 	Select multiple	<i>Purposive</i>
17	Shelter and NFIs	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements where people faced obstacles trying to leave the settlement in the last month</i>	In the last month, did you hear of ANY of the following incidents that happened to people when they were trying to move out of the settlement? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. None 2. Tax to leave the settlement 3. Sexual violence 4. Family separation 5. Remaining relatives are targeted 6. Loss of property 7. Killing 8. Physical injury 9. Other 10. No response or I don't want to answer 99. Don't know 	Select multiple	<i>Purposive</i>

18	Shelter and NFIs	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements where ANY people were sleeping in the open in the last month</i>	Do you know if ANY people were sleeping in the open in \${label_settlement} in the last month?	1. Yes 2. No	Select one	<i>Purposive</i>
19	Shelter and NFIs	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per reason ANY shelters were destroyed or damaged in the past month</i>	If ANY shelters were destroyed or significantly damaged in \${label_settlement} in the last month, what was the reason?	1. Flooding 2. Conflict / looting 3. Fire 4. There were no shelters destroyed or significantly damaged in the last month 5. Other (please specify) 99. Don't know	Select one	<i>Purposive</i>
20	Shelter and NFIs	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of the assessed hard to reach settlements per reported change of prices to NFIs in the last month</i>	Did prices of NFIs change in places where people from your settlement of origin were buying them, compared to last month?	1. Prices increased 2. Prices decreased 3. Prices did not change 4. Don't know 5. People from settlement usually don't buy any NFIs from anywhere	Select one	<i>Purposive</i>

21	Shelter and NFIs	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per main source of drinking water In the last month</i>	In the last month, what was the MAIN source of water for drinking for people in \${label_settlement}? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. Water kiosk 2. Vendors or shop 3. Piped system 4. Protected well with hand pump 5. Protected well w/o hand pump 6. Unprotected well 7. Berkad 8. River / pond 9. Water tank and tap 10. Water trucking 11. Borehole with submersible pump 12. Other (please specify) 	Select one	<i>Purposive</i>
22	Shelter and NFIs	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements where inhabitants were unable to access adequate amount of water In the last month</i>	In the last month, have MOST people been able to access enough water to meet their needs in \${label_settlement}?	<ol style="list-style-type: none"> 1. Yes 2. No 99. Don't know 	Select one	<i>Purposive</i>
23	WASH	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and</i>	<i>% of the assessed hard to reach settlements per reported change of prices for soap in the market accessed by people from the settlement</i>	Did prices of soap change in places where people from your settlement of origin were buying it, compared to last month?	<ol style="list-style-type: none"> 1. Prices increased 2. Prices decreased 3. Prices did not change 4. Don't know 5. People from settlement usually don't buy any soap from anywhere 	Select one	<i>Purposive</i>

		Hygiene, Education and Protection?					
24	WASH	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of the assessed hard to reach settlements where people had access to soap and were using it for hand washing in the last month	In the last month, did majority of the people in the settlement have access to and use water and soap to wash hands?	1. Yes 2. No 99. Don't know	Select one	Purposive
25	Education	To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?	% of assessed hard to reach settlements per types of education services accessible from the settlement In the last month	What are the education services that children from the settlement were ABLE to access in the past month? (READ THE OPTIONS OUT LOUD)	1. None 2. Primary school for boys 3. Primary school for girls 4. Secondary school for boys 5. Secondary school for girls 6. Quranic school for boys 7. Quranic school for girls 8. NGO mobile school 9. Basic writing and numeracy for boys 10. Basic writing and numeracy for girls 11. Other (please specify) 99. Don't know	Select multiple	Purposive

26	Education	<i>What are the constraints to access to services and assistance?</i>	<i>% of assessed hard to reach settlements per main barrier accessing education for girls in the past month</i>	What was the main barrier accessing education for the GIRLS from {label_settlement} in the past month?	<ol style="list-style-type: none"> 1. None 2. Security 3. Cost of studies 4. Distance to closest services 5. Cultural reasons 6. Need to support family 7. Early marriage 8. Quality of education 9. School remained closed 10. Other (please specify) 99. Don't know 	Select one	<i>Purposive</i>
27	Education	<i>What are the constraints to access to services and assistance?</i>	<i>% of assessed hard to reach settlements per main barrier accessing education for boys in the past month</i>	What was the main barrier accessing education for the BOYS from {label_settlement} in the past month?	<ol style="list-style-type: none"> 1. None 2. Security 3. Cost of studies 4. Distance to closest services 5. Cultural reasons 6. Need to support family 7. Early marriage 8. Quality of education 9. School remained closed 10. Other (please specify) 99. Don't know 	Select one	<i>Purposive</i>

28	Communication	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements by most common source of news for inhabitants in the last month</i>	In the last month, what were the main sources of news for people living in \${label_settlement}?	<ol style="list-style-type: none"> 1. Radio 2. SMS 3. Social media (Facebook, twitter) 4. Internet 5. Mobile phone calls 6. Conversations face to face 9. Other (please specify) 10. No response or I don't want to answer 99. Don't know 	Select multiple	<i>Purposive</i>
29	Communication	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of assessed hard to reach settlements per the most common reason inhabitants couldn't access information on humanitarian assistance In the last month</i>	In the last month, what were the MAIN barriers to accessing ANY information from the settlement?	<ol style="list-style-type: none"> 1. No obstacles to getting information 2. Lack of electricity 3. Lack of mobile networks 4. Lack of radio signal 5. Information is written and people are unable to read 6. People do not have credit on their phones 7. Other (please specify) 99. Don't know 	Select multiple	<i>Purposive</i>
30	Communication	<i>To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?</i>	<i>% of assessed hard to reach settlements where any people had access to humanitarian aid In the last month</i>	In the last month, were any people in \${label_settlement} able to access any kinds of support provided by NGOs?	<ol style="list-style-type: none"> 1. Yes 2. No 99. Don't know 	Select one	<i>Purposive</i>

31	Communication	<i>To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access?</i>	<i>% of assessed hard to reach settlements per type of humanitarian aid received by inhabitants in the last month</i>	In the last month, what were the types of NGO support people from \${label_settlement} were able to access? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. Food distributions 2. Vaccinations 3. Education services 4. Construction materials / NFIs 5. Legal support 6. Seeds, tools for farming 7. Livestock 8. Cash distribution 9. None 10. Other (please specify) 99. Don't know 	Select multiple	<i>Purposive</i>
32	Communication	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of the assessed hard to reach settlements that were receiving information on coronavirus-19 in the last month</i>	In the last month, have people in your settlement of origin been receiving any information about the coronavirus infection?	<ol style="list-style-type: none"> 1. Yes 2. No 99. Don't know 	Select one	<i>Purposive</i>

33	Communication	What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?	% of the assessed hard to reach settlements per source of information about coronavirus infection	If yes, from who were the MAIN providers of information about the coronavirus infection?	<ol style="list-style-type: none"> 1. Government agencies 2. Local community leaders 3. Religious leaders 4. NGOs 5. Media (TV, radio) 6. Social media (Whatsapp, facebook, etc) 7. Healthcare workers 8. Drugstore 9. Traditional healers 10. Family and friends 99. I don't know 12. Other (please specify) 	Select multiple	Purposive
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34	Communication	<i>What are the needs and coping strategies of the populations in hard-to-reach areas with regard to Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection?</i>	<i>% of the assessed hard to reach settlements per types of measures most commonly undertaken by people in the settlement in the last month aimed to protect them from coronavirus infection</i>	Have there been any kind of measures MOST people were undertaking to protect themselves from the coronavirus infection in the last month in your settlement? (READ THE OPTIONS OUT LOUD)	<ol style="list-style-type: none"> 1. Washing hands with soap 2. Washing hands with water 3. Wearing masks 4. Keeping physical distance of at least 1 meter and more with other people 5. Using hand sanitizers 6. Older people (60+) and chronically ill persons are moved to a separate place 7. People with symptoms similar to cold are isolated (either in a separate room or in a separate shelter) 8. People from other settlements are not allowed in 9. Avoid attending markets, public transport and mosques 10. Pray 11. No measures were taken, as people believe the disease will not affect the community 99. Don't know 13. Other (please specify) 	Select multiple	Purposive
Referral sub-tool							
1	KI Demographics	NA	<i>Consent to participate in further rounds of data collection</i>	Would you agree to be contacted again to answer a set of questions about your settlement of origin?	<ol style="list-style-type: none"> 1. Yes 2. No 	Select one	
2	KI Demographics	NA	<i>Preferred type of contact</i>	How would you like to be contacted again?	<ol style="list-style-type: none"> 1. In person 2. By phone 	Select one	
3	KI Demographics	NA	<i>KI referral</i>	Can you refer us another person who moved from your settlement 1 months ago and less?	<ol style="list-style-type: none"> 1. Yes 2. No 	Select one	

4	KI Demographics	NA	Name of referred KI	Name of the referred KI			
5	KI Demographics	NA	Phone number of KI	Phone number of the referred KI	Integer		

7. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	M&E Plan
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 Centre	Country request to HQ	User log	X Yes <input type="checkbox"/> No
		# of downloads of x product from Relief Web	Country request to HQ		X Yes <input type="checkbox"/> No
		# of downloads of x product from Country level platforms	Country team		<input type="checkbox"/> Yes X No
		# of page clicks on x product from REACH global newsletter	Country request to HQ		X Yes <input type="checkbox"/> No
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		X Yes <input type="checkbox"/> No
		# of visits to x webmap/x dashboard	Country request to HQ		X Yes <input type="checkbox"/> No
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference log	Humanitarian Needs Overview Humanitarian Response Plan Cluster Strategies Evictions Risk Mapping Dashboard Protection Monitoring System Dashboard
		# references in single agency documents			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs	Country team	Usage Feedback and Usage Survey template	Survey monkey: As part of regular dissemination email, survey monkey sent every six months to assess usage of REACH products.
		Perceived usefulness and influence of IMPACT outputs			
		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 organisations 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 <input type="checkbox"/> No
		# of organisations/clusters inputting in research design and joint analysis			X Yes <input type="checkbox"/> No
		# of organisations/clusters attending briefings on findings;			X Yes <input type="checkbox"/> No

Annex 1. Data collection plan

Activity /Month	November				Decemer				January				February				March				April				May			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Weeks																												
Data collection																												
Factsheet publication																												
Data collection																												
Factsheet publication																												
Data collection																												
Factsheet publication																												
Situation overview publication																												

Annex 3.

ASSESSMENT OF HARD-TO-REACH AREAS OF SOMALIA

Data cleaning standard operating procedures

These Standard Operating Procedures (SOPs) are based on the **tool designed for the Assessment of the Hard-to-reach Areas (H2R) of Somalia**, and builds on the requirements outlined in the IMPACT Data Cleaning Minimum Standards Checklist.⁵

This document outlines the checks that must be performed on the data based on the tool logics and also provides an overview of roles and responsibilities during data processing.

These SOPs are meant for both Field Officers (FOs) and Assessment Officers (AOs). The document does not intend to cover all aspects that may need to be checked but is rather a compilation of guidelines and has to be duly updated every time a new version of the tool comes out.

Roles and responsibilities during data processing

The table below outlines the responsibilities regarding data processing inside the team. It is the responsibility of each individual member of the team to be familiar with the scope of their responsibilities. Please note that this list is not exhaustive.

<i>Task description</i>	<i>Person responsible</i>	<i>Frequency</i>	<i>Description of the Procedure</i>
<i>Data collection</i>	Field Officers (FOs)	Daily	Data is collected by the enumerators and sent to KoBo on a daily basis. The Field Officers control the process of submission of the questionnaires to the server.
<i>Raw data downloading and preparation</i>	Senior Database Officer (SDO)	Daily	As part of data protection procedures, the dedicated <u>Senior Database Officer</u> is the only person who has direct access to the raw data and also stores potentially sensitive information that should not be shared as the data is processed. After ensuring that all potentially sensitive information has been deleted, the <u>Senior Database Officer</u> immediately shares the datasets with respective Field Officers for data cleaning, always keeping the AO in CC.
<i>Data cleaning, checking and translation</i>	FOs	Daily	The Field Officers, based in Mogadishu and Baidoa, perform daily data cleaning and data checks as outlined further in the SOP. All checks and data cleaning are done in the macro-enabled data cleaning sheet that is updated every month. <i>The macro-enabled data cleaning sheet (also called a macro cleaning tool) is a MS Excel template designed by the SDO aimed to make cleaning KoBo data faster and easier. It contains a number of shortcuts that help to find, flag, correct and delete errors in the data.</i> Also the Field Officers check the options included in 'Other' column and translate the entries that cannot be classified under already existing options. Issues flagged during the data cleaning process are recorded by the FOs and then communicated to the enumerators and the AO and inform daily morning debriefings done by the FOs with enumerators, and also the agenda for refresher training of enumerators, happening on a monthly basis and delivered by the FOs. Based on the results of the data cleaning from the previous week, the AOs provide consolidated feedback to FOs during a skype call/meeting on a weekly basis .

⁵ IMPACT Initiatives. Data Cleaning Minimum Standards Checklist
https://www.impact-repository.org/wp-content/uploads/2020/01/IMPACT_Memo_Data-Cleaning-Min-Standards-Checklist_14012020.pdf

			Also the Field Officers under the supervision of an Assessment Officer analyse the enumerator behaviour logs.
Clean data sharing	Field Officers (FO)	At least weekly	The Field Officers share clean data with the Assessment Officer at least once a week , putting the dedicated GIS Officer in CC. The need of more frequent clean data submission can be discussed between the FOs and the AO based on the need.
Spatial verification	GIS Officer	Weekly	The GIS Officer conducts spatial verification of the locations where the interviews were conducted, and flags issues to the AO. Unless agreed otherwise, the datasets are shared with the GIS Officer on a weekly basis.
Data quality control	AO	TBD	While FOs are the ones who do the daily data cleaning, it is the AO who is responsible for the final quality of the data.
Macro enabled tool update	DO	TBD	Once a month the AO updates the DO if any changes are needed to the macro enabled tool. The DO then makes changes to the spreadsheet and shares the updated macro tool with the FOs and the AO.
Clean data submission to the HQ	AO	Monthly	Once a month the AO submits two consolidated clean datasets (one from Baidoa and one from Mogadishu) to the HQ for validation. The final outputs will consist of 2 clean consolidated datasets each month, where personally identifiable information is deleted.

Raw data processing

Raw datasets contain survey data from the key informant face-to-face (KI) interviews conducted by the enumerators on that day.

In preparing the raw data for analysis, the Senior Database Officer will do the following steps:

a. Check for and remove duplicates in the raw data to ensure that all observations are unique (there are no entries with the same UUIDs).

b. Dataset for Spatial Verification: Generate a copy of the raw dataset with only data columns for UUID and GPS coordinates. Data columns to be included shown below.

1. UUID

2. Base name (Baidoa or Mogadishu)

3. District and name of the IDP site where the team is conducting the assessment

3. GPS Coordinates:

- Latitude
- Longitude
- Altitude
- Precision

c. Removing all Personally Identifiable Information: Senior Database Officer makes a copy of the raw dataset, removing the indicators that contain potentially sensitive information.⁶

For the H2R V.1 tool such information is:

- Names of the Key Informants (KIs);
- Phone numbers of the Key Informants;
- Names of the **referred** Key Informants (KIs);
- Phone numbers of the **referred** Key Informants;
- GPS coordinates.

⁶ IMPACT Initiatives. Research Cycle Data Management at IMPACT: Personally Identifiable Information Standard Operating Procedure https://www.impact-repository.org/wp-content/uploads/2019/08/SOP_data_protection_PII.pdf

Prepared dataset is then shared with the respective Field Officers.

Getting the Data from KoBo:

Note to the Senior Database Officer:

- Download the data always in the same format - .XLS.
- Once you download the data remember to rename the form:
vKTUBeB7LywAXThRXrXXj7 → REACH_SOM_Baidoa_15Jan2020
- Do not forget to delete personally identifiable information from the datasets before sharing them.

General data quality and data cleaning tips

1. *Knowledge of the H2R tool* is essential to understand respective skip logics, to clean the dataset properly and catch logic mistakes.
2. *Knowledge the local context*: continuous communication must be going on between the FOs and the respective AO in order to help flag responses that do not make sense.
3. *Whilst reviewing and cleaning the data, both horizontal and vertical logic should be applied.*

Note to the FOs and the AO:

- Horizontal logic (scroll to the right): check whether reported responses of each indicator of each survey are logically consistent and make sense in relation to each other.
- Vertical logic (scroll down): with the data sorted by enumerator ID, scroll dataset downwards to check whether there are any suspicious response patterns for specific enumerators that suggest the enumerator is performing poorly or misunderstood a question or response option. Check the overall distribution of responses, that way you can find out which enumerator's surveys seem suspicious. Too similar responses given during different interviews might be suggestive of data falsification.
- By using the filter function, also ensure to check response options "None", "Other (Please specify)", "Don't know" etc. If one enumerator consistently has many of these flag this. For "Other (Please specify)" check what was manually entered and whether that would already be covered by an existing response option. If yes, correct accordingly and flag to an enumerator.
- Multiple response questions: whilst enumerators are instructed to not read out response options (with exception of questions where they are specifically requested to do so), check whether there are any suspicious patterns such as all respondents of one enumerator all reporting the same responses. Whilst this is theoretically possible, it could also suggest that enumerator is leading his/her respondents.

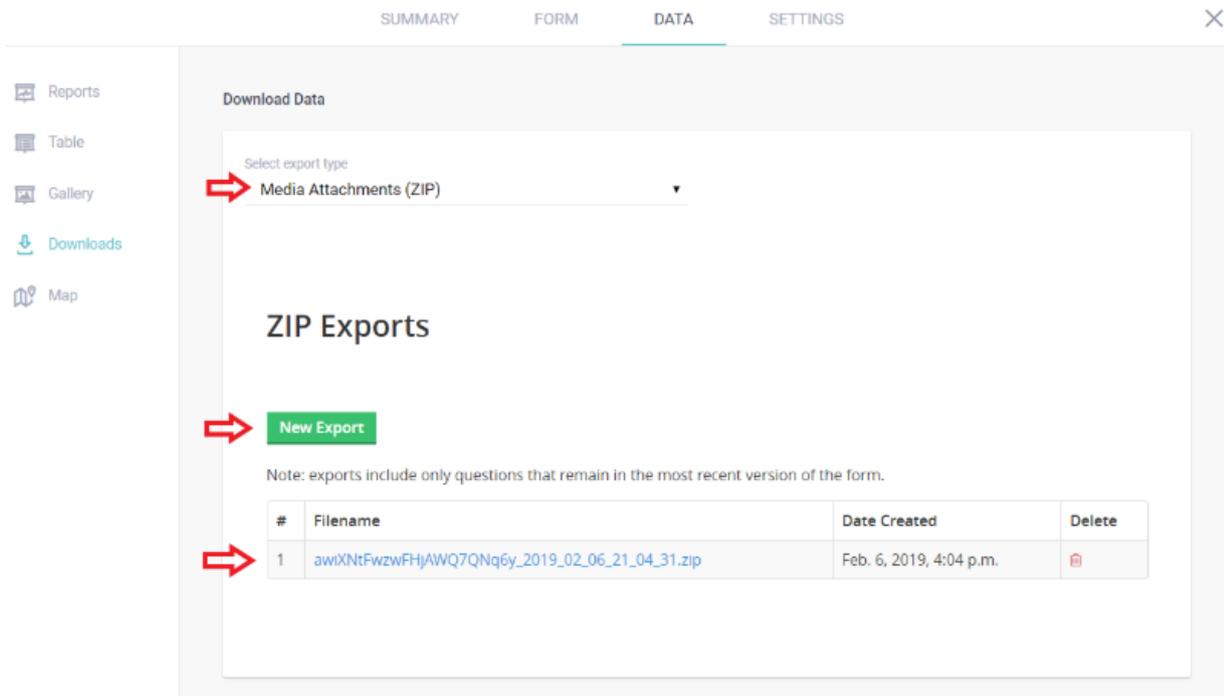
4. *Data cleaning / reviews should also entail keeping good track of your data collection coverage:*

- Make pivot tables – so you can easily identify how many settlements we have covered by districts so far and direct the enumerator teams accordingly depending on the coverage focus.
- Check how many times a settlement has been assessed in that month – whilst having more than 2 KI surveys per settlement is good to ensure that no settlement would be lost once some entries have to be deleted, more than 4-5 surveys are unnecessary.
- Don't only flag the issues, ensure that you explain why something wouldn't make sense and also leave room for a positive feedback for the areas where the data collection teams did well.

Tracking enumerator behavior:

Audit question is used to monitor enumerator behavior and discover which questions are taking longer to answer, better understand how the enumerators are navigating a certain form, and see which enumerators are generally taking quicker or longer periods of time to submit answers.

Collect saves the audit logs for each submission in a CSV file that are saved and uploaded to the server just as an attached photo would be. Analysis of the audit files is then done accordingly.



After the data has been submitted, open your project in the browser and go to DATA, then Downloads. Select Media Attachments (ZIP) as the export type and then click on New Export. Once the download is done pending, click on the file to download it to your computer.

Once the ZIP file has been extracted and opened, click on the file labeled 'audit.csv' to view the audit logs. It's important to note that the CSV uses Unix Epoch time so the logs are recorded in milliseconds.

Using macro enabled tool for data cleaning:

Populating data into the macro enabled cleaning sheet:

Please keep in mind that daily updated raw dataset contains running log of all data kept in the server. So you'll need to filter manually the newly uploaded surveys into the consolidated cleaning sheet. Follow these below steps to do this in an easy and effective way;

1. Open the raw dataset and the macro enabled spreadsheet.
2. Copy your raw data into the first tab of the macro called "raw_data".
3. Copy the uuid from your macro-cleaning tool.
4. Paste the uuid you copied from the cleaning tool at the bottom of the raw data
5. Then see the duplicates (Home - Conditional Formatting - Highlight Cells Rules - Duplicate Values).
6. Filter unique values (filter by color - non fill).
7. Copy the unique rows into your macro tool.

This will allow you to avoid errors of the macro in case of populating duplicating UUIDs.

IMPORTANT STEPS:

1. Delete interviews that took less than 20 minutes.

2. Run all necessary data checks first, flagging the outliers.
3. Go to Data Cleaning Tab and sort all entries by UUID (don't forget to select "expand the selection" as you do the sorting).
4. Mark out the entries with 3+ outliers (outliers are responses that are logically inconsistent, e.g. shelters destroyed by conflict and no protection incidents. Spelling of an IDP site is NOT an outlier!).
5. If any entry **has 3 outliers (conflicting values) that cannot be checked (either through enumerator follow-up or callback to the respondent), the whole interview must be deleted immediately!**
6. Do further cleaning for the remaining entries as usual.
7. At all times when changing the multiple choice questions, make sure that numeric values (0/1) are changed and logged accordingly.
8. Pay attention to using proper spelling of the response options – keep the tool open to guide you. Otherwise, there is a risk that the analysis contains errors – the analysis script will recognize the response options ONLY the way they are spelled in the tool, e.g. it will read bought_cash but not 'bought cash' or 'bought with cash'.

Data checking:

Examples of checks that can be done using macro enabled tool. Please note that checks done using macro enabled tool are not exhaustive; additional manual data checks are needed to ensure data quality:

Check Type	Columns checked	Description
CHECK_Time	start end	Check if the time taken for interview is realistic: if the time taken for an interview is too short, it may point at data falsification. Action: All interviews that took less than 20 minutes must be <u>deleted</u> .
CHECK_Start	start	Check if the time between interviews makes sense.
CHECK_End	end	Action: <ol style="list-style-type: none"> 1. Flag the entries where too little time passed between the end of one interview and beginning of another: if too little time passed, it may be indicative that the interview was falsified. Keep in mind that the end time may not always be reliable. 2. If for particular enumerators time between interviews is always short, communicate to the team leader to ensure the work quality of the field team.
CHECK_other	'Other' columns	Check that data entered into 'Other' column is translated, logical, and consistent with the context. Action: If data entered into 'Other' column matches any of the potential survey responses, re-classify that entry and log the change. If the entry cannot be reclassified, just translate.
CHECK_assess_mode	assess_mode	Remote assessment of the sites is not meant to be conducted during on-site visits. If the enumerators are choosing this option during on-site data collection, this is incorrect. Action:

		<ol style="list-style-type: none"> 1. If “remote” is selected and you know that no remote calls have been conducted recently, change to “direct”. 2. Otherwise, clarify with the enumerator and change accordingly.
CHECK_market	market_goods	<p>If only “Food” is selected in the previous column, the macro tool will return “CHECK”, as for the purpose of the assessment a functional market is a place where a person can buy at least 5 different food items and at least one type of non-food item.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Clarify with enumerator and change if an immediate follow-up is possible. 3. If an enumerator follow-up is not possible, follow up with the respondent and change accordingly. 4. If only food is available in the market (based on the follow-up), change to no_access, making sure that the respective changes are also made in the columns referring to place where a person accesses market, and the explanation is provided in the Reason column of the Cleaning Log tab. Also pay attention and change values where relevant, including the 0 / 1 data in columns: market_region market_district market_settlement distance_to_market market_goods 5. If neither of the follow-ups is possible, delete entries from the respective columns: market_region market_district market_settlement distance_to_market market_goods 6. Communicate to the enumerators to make sure the question is understood and asked properly, and also that they are aware of the definition of functional market.
CHECK_log_marketaccess	food_source access_market	<p>Checks if there is logics between responses: if the respondent reported the main food source “bought with cash” and “no access to market” at the same time, the formula will return CHECK.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if people can access market, if bought_cash selected by mistake, change accordingly. 3. If an enumerator follow-up is not possible, follow up with the respondent and change accordingly.

		<ol style="list-style-type: none"> 4. Check the column nomarket_why. If no_cash is selected, this indicates that the respondent misunderstood the question. 5. If a follow-up neither with the enumerator nor the respondent is possible, and in the nomarket_why column no_cash option is selected, you have to delete cells from columns: food_source access_market nomarket_why nomarket_why/no_cash 6. If in the nomarket_why column no_cash option is <u>not</u> selected, leave the column food_source and access_market unchanged. 7. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_food_security	<p>people_malnourished</p> <p>food_situation</p>	<p>If 'all' is selected as a response option to people_malnourished, but the food_situation is indicated as 'improved', the formula will return CHECK.</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: people_malnourished food_situation 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_available_health	<p>access_healthservices</p> <p>available_health_services</p>	<p>If the interview indicates that there is access to health services but further 'none' is selected for available types of services, the formula will return CHECK.</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: access_healthservices available_health_services available_health_services/none 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_barriers_health	<p>access_healthservices</p> <p>barriers_health</p>	<p>The formula checks the logics between responses when no access to health services is indicated but at the same time 'none' is selected for barriers to accessing health services.</p> <ol style="list-style-type: none"> 1. Flag the entry.

		<ol style="list-style-type: none"> 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: access_healthservices barriers_health barriers_health/none 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_shelter	shelter_type ppl_no_shelter	<p>If the shelter type is indicated as 'none', but at the same time no people reported as sleeping without shelter, the formula will return CHECK.</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: shelter_type ppl_no_shelter 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_log_shelter_sit	ppl_no_shelter shelters_not_rebuilt	<p>If all shelters in the settlement are reported as destroyed but at the same time there are no people sleeping in the open, it is not logically consistent, and the formula will return CHECK.</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: shelter_type ppl_no_shelter shelters_not_rebuilt 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_educ_bar_girl	education_available education_bar_girls	<p>If 'none' is selected to education services available but further also 'none' is selected for barriers, the formula will return CHECK.</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change.

		<ol style="list-style-type: none"> 4. If neither of the follow-ups is possible, delete entries from the respective columns: education_available education_available/none education_bar_girls 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_ed_dist_g	time_to_school education_bar_girls	<p>If time to school is indicated as under 30 minutes and distance as a barrier to accessing services, the formula will return CHECK.</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: time_to_school education_bar_girls 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_educ_bar_boy	education_available education_bar_boys	<p>If 'none' is selected to education services available but further also 'none' is selected for barriers, the formula will return CHECK.</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: education_available education_available/none education_bar_boys 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_ed_dist_b	time_to_school education_bar_boys	<p>If time to school is indicated as under 30 minutes and distance as a barrier to accessing services, the formula will return CHECK.</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: time_to_school education_bar_boys 5. Communicate to the enumerators to make sure the question is understood and asked properly.

CHECK_aid_livelihood	ngo_support_y_n livelihood_activ	<p>Checks the logics: if aid is reported as unavailable but at the same time the main livelihood activity is receiving humanitarian aid, the formula will return CHECK.</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: ngo_support_y_n livelihood_activ (<u>only</u> option humanitar_assistance!) livelihood_activ/humanitar_assistance 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_aid_log	ngo_support_y_n protection_inc_location	<p>If humanitarian aid is reported unavailable but at the same time the main places where security incidents occurred were the places of aid distribution, the formula will return CHECK.</p> <ol style="list-style-type: none"> 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: ngo_support_y_n protection_inc_location (<u>only</u> option human_aid_distr) protection_inc_location/human_aid_distr 5. Communicate to the enumerators to make sure the question is understood and asked properly.

All changes to the data must be done ONLY in the Data Checking tab of the macro tool using the keyboard shortcuts. Otherwise no entries in the clean data tab will be made.

Cleaning Log

Cleaning Log tab is part of the macro enabled cleaning spreadsheet that is created automatically once the data are populated in the cleaning tool.

It should contain the following information:

1. **Question** - reference to the specific question that is being checked.
2. **Follow-up** is the column where the FO / AO outlines the final change that is done on the entry.
3. **Enumerator code**.
4. **UUID** – unique identifier that is automatically assigned to each interview in the dataset.
5. **Community** – information on the region where the respective interview was collected.
6. **Notes** – used by the FO / AO to communicate the reasons why a particular value got flagged and to suggest solutions
7. **Old value** – flagged value.
8. **New value** – value that will be recorded in the clean data tab after the follow-up.
9. **Reason** – used to outline the reason why a certain value was flagged / changed.

10. Name of the person who made changes

After you finish doing records to the cleaning log, look through it attentively. Try to read it as if you were a person that sees the data for the first time. Would you understand the rationale behind each change? Is all information included?

Question	Follow-up	Enumerator	uuid	Community	Notes	Old Value	New Value	Reason	Modified by?
1 assess_mode	Value changed after clarification with an enumerator	et_6	76277315-d272-4d96-a69d-a217c7b60c2d	middle_shabelle		remote	direct	survey was conducted direct interview not remote as reported	FO
2 when_left_prev	Value changed after clarification with an enumerator	et_3	5e0e2c7b-ebc6-4b34-b3a2-15b2743d2b2f	middle_shabelle		moreonemonth	lessonemonth	clarification from enumerator for wrong selection of the response but respondent is in lessonemonth at the site interviewed	FO
3 when_left_prev	Value changed after clarification with an enumerator	et_3	399a46da-2584-45e5-b986-2edb8f86e297	middle_shabelle		moreonemonth	lessonemonth	clarification from enumerator for wrong selection of the response but respondent is in lessonemonth at the site interviewed	FO
4 when_left_prev	Value changed after clarification with an enumerator	et_3	1db9f04e-921d-40f7-81f9-ccfbff076245	middle_shabelle		moreonemonth	lessonemonth	clarification from enumerator for wrong selection of the response but respondent is in lessonemonth at the site interviewed	FO
5 when_left_prev	Value changed after clarification with an enumerator	et_3	b66df9f4-3be4-4aee-8569-c4427e203b8f	middle_shabelle		moreonemonth	lessonemonth	clarification from enumerator for wrong selection of the response but respondent is in lessonemonth at the site interviewed	FO
6 how_long_stay	Value changed after clarification with an enumerator	et_1	b06a77e5-e2be-43b6-8a4d-a3e172bfa0ba	lower_shabelle		lessthan1mo	1to3months	Clarification from enumerator after followup	FO
7 still_inhabited	Value changed after clarification with an enumerator	et_7	2fc949b9-3cbb-438d-b3ba-e980c8de4a92	hiraan		no	yes	followed up with enumerator and crosschecked response from other respondents from same settlement reporting still_inhabitants at the settlement	FO
8 still_inhabited	Value changed after clarification with an enumerator	et_7	a7b3a841-3942-439f-a686-b38e8e739eeb	hiraan		no	yes	followed up with enumerator and crosschecked response from other respondents from same settlement reporting still_inhabitants at the settlement	FO

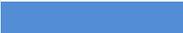
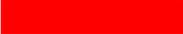
Deletions Tab, likewise, appears automatically in the tool. It contains all entries that were deleted from the questionnaire.

Keyboard Shortcuts for Macro Enabled Tool:

Please close all other MS Office applications during the cleaning process so you can speed up the process and avoid the software crashing.

NB: To allow smooth functionality of the macro sheet, please close other office applications during data cleaning.

SHORTCUTS		
Name	Shortcut	Function
Populating	Ctrl + Shift + P	Sets up the Raw Data and Data Checking sheets so they link to the data in the Raw Data sheet. If you get more forms that you want to add later, then you can just add them at the end of the Raw Data sheet and run the Populating function again, to add these new rows to the Data Checking and Clean Data sheets.
Correcting	Ctrl + Shift + C	Changes the value of a cell and adds an entry to the cleaning log. To be used if you already know what the value of the cell should be and you do not need to first flag it and get feedback.
Deleting	Ctrl + Shift + D	Deletes the selected row in all sheets, including the Raw Data sheet. Also adds a Cleaning Log entry and copies the deleted row to Deletions.
Flagging	Ctrl + Shift + F	Flags a cell for feedback and adds a feedback entry to the cleaning log.
Toogling	Ctrl + Shift + T	Toogles back and forth between the Cleaning Log and the Data Checking sheet. If on the Cleaning Log and have selected a cell in an entry, takes you to the row and column in the Data Checking script that the entry is about. If on the Data Checking sheet, takes you back to the cleaning log.
Undoing	Ctrl + Shift + Z	Allows you to undo a change. Select the row on the cleaning log, use the shortcut to run the script and then the value will be brought back to the original one.
Expanding	Ctrl + Shift + E	Expands and collapses the current column
Adding column	Alt + I, then C	Adds a new column in a position right before the cell you currently have selected.

COLOUR CODES		
Colour	Color Name	Meaning
	Blue	Value has been edited (automatically filled when editing in Data Checking)
	Yellow	Value has been flagged for follow-up
	Orange	This is a checking column
	Red	This needs to be filled out (UUID, enumerator, community columns)

Other Data Checks:

This section outlines data checks that are not included into the macro enabled cleaning tool and therefore require manual checking & cleaning. Manual checks will be performed on a daily basis, at the same time certain checks (e.g. checking enumerator patterns) require looking at the consolidated (weekly, monthly) datasets to allow comparison and are therefore outlined in a separate sub-section.

Daily:

#	Question	CHECK EXPLAINED	ACTION
	today	Since the datasets downloaded every day have entries from yesterday, check that you process the data that has been collected the previous day only.	FO: Use filtering by date before processing the data.

spatial checks	Use the file with spatial verification outputs to check if the specific settlements match with the reported ones.	AO: Flag to FO. FO: Flag the cell and follow-up with the enumerator about the reasons of inconsistency.
idp_site	Check if all IDP settlements are spelled the same way.	AO: Flag to FO. FO: Adjust the spellings of the sites.
All "other" columns	Check if translations are done for all relevant 'Other' entries.	AO: Flag to FO. FO: Translate if necessary. Reclassify the entry where possible. If an entry cannot be reclassified, leave it as 'Other'
CHECK_settlement_name	Checking whether all names of the settlements are spelled correctly, due to high number of errors in the master list. <u>See Annex 1 for detailed instructions to this check!</u>	AO: Flag to FO. FO: <ol style="list-style-type: none"> Sort the settlements in alphabetical order (do not forget to expand selection, or only this column will be changed!). Go to Conditional Formatting – Highlight Cell Rules – Duplicate Values and choose to highlight duplicate values. After that scroll down checking if the names of settlements that are shown as unique within the same districts are actually misspelled names of the same settlements: e.g. Afgoye and Afgooye. These similarly spelled settlements will have different p-codes. If two settlements have very similar spelling, cross-check with the GIS unit to verify whether the settlements are the same. If you confirm that the two settlements are the same but have different p-codes, make sure you put them under the same p-code (you can pick the one from either of the identified settlements – the most important during analysis is to have it the same).
Other settlements	Check if the respective settlements can be found in the master list (e.g. a settlement was put as "other" because of different spelling: Basra / Basro).	AO: Flag to FO. FO: Correct the spelling where relevant and add to the list. Leave as 'Other' if no matches found.
deviceid enum_code	Check if the device IDs and the enumerator codes are consistent. Different device ID may indicate that the enumerator chose a wrong enumerator code.	AO: Flag to FO. FO: Flag if inconsistent and change after double-checking with the enumerator. Inform the enumerator teams they should notify the FOs if they are planning to use another device. Emphasize that using the same device throughout the whole assessment is strongly advisable.
market_settlement	Check persons reporting long walking times to avoid the errors when a person reports	AO: Flag to FO. FO:

distance_to_market market_district	that it takes him/her half a day to reach the place while it is the same settlement / a neighboring village. Also if long distances are reported within the same settlement.	1. Flag the cell and follow-up with the enumerator. 2. If a follow up is not possible, delete the entry from distance_to_market.
settlement_clinic distance_clinic settlement_clinic	Check persons reporting long walking time to avoid the errors when a person reports that it takes him/her half a day to reach the place while it is the same settlement / a neighboring village. Also if long distances are reported within the same settlement.	AO: Flag to FO. FO: 1. Flag the cell and follow-up with the enumerator. 2. If a follow up is not possible, delete the entry from distance_clinic.
barriers_health distance_clinic	Check if for the settlements that report under 30 minutes of walking to clinic 'distance' was selected as a barrier for accessing health services.	AO: Flag to FO. FO: 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. 3. If an enumerator follow-up is not possible, follow up with the respondent and change accordingly. 4. If neither of the follow-ups is possible, delete entries from the respective columns: barriers_health (only related to distance) barriers_health/distance distance_clinic 5. Communicate to the enumerators to make sure the question is understood and asked properly
protection_incidents dam_shelters_reason	If "none" is reported to protection incidents question but at the same time the main cause of shelters destroyed in the last month was conflict_looting, it is a logical error.	AO: Flag to FO. FO: 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. 3. If an enumerator follow-up is not possible, follow up with the respondent and change accordingly. 4. If neither of the follow-ups is possible, delete entries from the respective columns: protection_incidents protection_incidents/none dam_shelters_reason 5. Communicate to the enumerators to make sure the question is understood and asked properly
uuid	Check for duplications and delete lines with the same UUID.	AO/FO: delete entry.

Weekly / Monthly:

These checks are done in the consolidated datasets. It is important to do weekly checks, as they allow to figure out data quality issues at an earlier stage.

#	Question	CHECK EXPLAINED	ACTION
		Weekly / monthly: Check enumerator patterns. Filter the consolidated dataset by enumerator and use horizontal checks to see if any of the enumerators tend to select the same answers all the time.	AO: Flag to FO. FO: Flag the cell and follow-up with the enumerator.
		Weekly / monthly: Check if there are enumerators consistently doing fewer interviews than the others.	AO: Flag to FO. FO: Follow-up with the enumerator.

Data sharing and validation

For the Hard-to-reach Assessment, the following documentation always needs to be shared alongside any dataset submitted for HQ review & validation:

1. Raw dataset
2. Clean dataset
3. A macro enabled cleaning tool that includes the following tabs⁷:
 - Data checking
 - Cleaning log
 - Deletions
4. KOBO questionnaire
 - a. For all assessments using KOBO/ ODK for data collection, the “audit logging meta question type” should be included during tool design (more here); when possible, data from this should be used to monitor enumerator behaviour.
6. Data deletion report
7. Sampling verification

⁷ At the later stages of the assessment cycle, the R script/ code used to clean and process the data will also be shared.