

# Research Terms of Reference

Urban Gozar Mapping

AFG2306

Afghanistan

March 2022

Version 1

**REACH** Informing more effective humanitarian action

## 1. Executive Summary

|  |   |  |  |  |  |
|--|---|--|--|--|--|
| <b>Country of intervention</b>   | Afghanistan                               |  |  |  |  |
| <b>Type of Emergency</b>   | <input type="checkbox"/> Natural disaster | <input checked="" type="checkbox"/> Conflict                           |  |  |  |
| <b>Type of Crisis</b>  | <input type="checkbox"/> Sudden onset     | <input type="checkbox"/> Slow onset                                    | <input checked="" type="checkbox"/> Protracted |  |  |
| <b>Mandating Body/ Agency</b>  | WFP                                       |  |  |  |  |
| <b>Project Code</b>  | 02AZZ                                     |  |  |  |  |
| <b>Overall Research Timeframe</b>  | 07/03/2023 to 31/12/2023                  |  |  |  |  |
| <b>Research Timeframe</b>  |   |  |  |  |  |
| <b>Phase 1. Kunduz, Mazar Gozar Mapping</b>  | 1. Pilot/training: 30/05/2023             |  | 5. Data sent for validation: 03/07/2023        |  |  |
|  | 2. Start collect data: 01/06/2023         |  | 6. Outputs sent for validation: 15/07/2023     |  |  |
|  | 3. Data collected: 15/06/2023             |  | 7. Outputs published: 30/07/2023               |  |  |
|  | 4. Data analysed: 01/07/2023              |  |  |  |  |
| <b>Phase 2. Kabul Gozar Mapping</b>  | 1. Pilot/training: 23/7/2023              |  | 5. Data sent for validation: 26/8/2023         |  |  |
|  | 2. Start collect data: 25/7/2023          |  | 6. Outputs sent for validation: 7/9/2023       |  |  |
|  | 3. Data collected: 8/8/2023               |  | 7. Outputs published: 21/9/2023                |  |  |
|  | 4. Data analysed: 24/8/2023               |  |  |  |  |
| <b>Phase 3: Gozar Mapping of Herat, Jalalabad, Kandahar, Lashkargah, Maymana, Puli-Khumri, Sheberghan and Taloqan</b>  | 1. Pilot/training: 20/8/2023              |  | 5. Data sent for validation: 23/9/2023         |  |  |
|  | 2. Start collect data: 22/8/2023          |  | 6. Outputs sent for validation: 5/10/2023      |  |  |
|  | 3. Data collected: 5/9/2023               |  | 7. Outputs published: 19/10/2023               |  |  |
|  | 4. Data analysed: 21/9/2023               |  |  |  |  |
| <b>Number of assessments</b>   | <input checked="" type="checkbox"/>       | Single assessment (one cycle): three phases of the same research cycle |  |  |  |
|  | <input type="checkbox"/>                  | Multi assessment (more than one cycle)                                 |  |  |  |
| <b>Humanitarian milestones</b><br><i>Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i> | <b>Milestone</b>                          |  | <b>Deadline</b>                                |  |  |
|  | <input checked="" type="checkbox"/>       | Donor plan/strategy  | 31/12/2023                                     |  |  |
|  | <input type="checkbox"/>                  | Inter-cluster plan/strategy  | _ / _ / _                                      |  |  |
|  | <input type="checkbox"/>                  | Cluster plan/strategy  | _ / _ / _                                      |  |  |
|  | <input type="checkbox"/>                  | NGO platform plan/strategy   | _ / _ / _                                      |  |  |
|  | <b>Audience type</b>                      |  | <b>Dissemination</b>                           |  |  |

|   |   |  |
|---|---|--|
| <p><b>Audience Type &amp; Dissemination</b> <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i></p> | <p>X Strategic<br/>X Programmatic<br/>X Operational<br/><input type="checkbox"/> [Other, Specify]</p>   | <p>X Dissemination to WFP focal points<br/>X General Product Mailing (e.g. mail to Donors, ICCT, HCT)<br/><input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting<br/>X Presentation of findings (e.g. at IMWG and AAWG meetings)<br/>X Website Dissemination (Relief Web &amp; REACH Resource Centre)</p> |
| <p><b>Detailed dissemination plan required</b></p>  | <p>X Yes</p>  | <p><input type="checkbox"/> No</p>   |
| <p><b>General Objective</b></p>   | <p>To support community-based targeting and prioritization with evidence-based information on the gozar and informal settlement (ISET) boundary delineation, demographics, and available key basic services at the sub-urban level. Mapping gozar boundaries, the demographics of 'formal' communities—through male and female leaders—and ISETs, as well as infrastructure will better inform community-based targeting for WFP's emergency programming in urban areas with clear applications for supporting the wider humanitarian community to prioritize populations at district and sub-district levels who are most vulnerable to shocks and hunger due to a lack of basic services and infrastructure, as well as demographics.</p>   |  |
| <p><b>Specific Objective(s)</b></p>   | <ol style="list-style-type: none"> <li>1. To map out the perceived boundaries of each urban neighborhood (Gozars) and informal settlement (ISET) and shared resources within 11 urban centers Herat (Herat), Jalalabad (Nangarhar), Kabul (Kabul), Kandahar (Kandahar), Kunduz (Kunduz), Lashkargah (Helmand), Maymana (Faryab), Mazar-i-Sharif (Balkh), Pul-i-Khumri (Baghlan), Sheberghan (Jawzjan), and Taloqan (Takhar).</li> <li>2. To map out the key infrastructure available within the targeted neighborhoods (water points and systems, healthcare facilities, mosques, community centers, schools, roads, markets, community centers, recreational spaces/parks, and food distribution points).</li> <li>3. To identify the estimated number of households of each population groups, including Host Communities, Recent IDPs, Prolonged IDPs, Protracted IDPs, Cross border returnees, IDP returnees, Economic migrants, Refugees Nomads and Female-Headed Households within the eleven assessed urban centers.</li> <li>4. To identify what makes a gozar and household vulnerable to shocks and hunger due to lack of access to basic services and infrastructure.</li> </ol> |  |
| <p><b>Research Questions</b></p>  | <ol style="list-style-type: none"> <li>1. Which are the territorial boundaries of gozars and informal settlements that are recognized by the community leaders? (Objective 1)</li> <li>2. What is the estimated number of people living in each gozar and informal settlement?             <ol style="list-style-type: none"> <li>2.1. What is the settlement status and gender of the households living in each gozar and informal settlement? (Objective 3)</li> </ol> </li> <li>3. What is the location of key infrastructure (water, healthcare facilities, schools, roads, food distribution points, etc.) within the identified geographies? (Objective 2)             <ol style="list-style-type: none"> <li>3.1. What are the characteristics of those infrastructures (e.g., type of water point, type of market, type of school, etc.)?</li> <li>3.2. What is the functionality of those infrastructures (e.g., available water, available medical treatment, available school materials, etc.)?</li> <li>3.3. Are there any groups of people who cannot access the available infrastructure and why?</li> </ol> </li> </ol>  |  |

|   |  |   |  |   |
|---|--|---|--|---|
|   | <p>4. Are there any areas around the Gozar or ISET that are unsafe for certain groups? (Objectives 2 and 3)</p> <p>5. What makes a gozar and household vulnerable to shocks due to lack of access to infrastructure and basic services, and what are the characteristics of a household experiencing hunger? (Objectives 2, 3 and 4)</p>   |   |  |   |
| <b>Geographic Coverage</b>  | <p>Eleven cities of eleven provinces:<br/>                 Herat (Herat), Jalalabad (Nangarhar), Kabul (Kabul), Kandahar (Kandahar), Kunduz (Kunduz), Lashkar Gah (Helmand), Maymana (Faryab), Mazar-i-Sharif (Balkh), Pul-i-Khumri (Baghlan), Sherberghan (Jawzjan), and Taloqan (Takhar).</p>  |   |  |   |
| <b>Secondary data sources</b>   | <ul style="list-style-type: none"> <li>UN-Habitat, <a href="#">State of Afghan Cities Report: Volume I, December 2015</a></li> <li>AREU, <a href="#">Urban Governance in Afghanistan: Assessing the New Urban Development Programme and its Implementation, June 2017</a></li> <li>REACH, <a href="#">Area Based Response Assessment and Planning Framework, Afghanistan, February 2021</a></li> </ul> |   |  |   |
| <b>Population(s)</b><br><i>Select all that apply</i>                      | <input type="checkbox"/> IDPs in camp  | <input checked="" type="checkbox"/>   | IDPs in informal sites   |   |
|   | <input type="checkbox"/> IDPs in host communities  | <input checked="" type="checkbox"/>   | IDPs   |   |
|   | <input type="checkbox"/> Refugees in camp  | <input checked="" type="checkbox"/>   | Refugees in informal sites   |   |
|   | <input type="checkbox"/> Refugees in host communities  | <input checked="" type="checkbox"/>   | Refugees   |   |
|   | <input checked="" type="checkbox"/> Non-displaced (hosting)  | <input checked="" type="checkbox"/>   | Non-displaced (not hosting)  |   |
|   | <input checked="" type="checkbox"/> Returnees  | <input checked="" type="checkbox"/>   | Female Community Leaders   |   |
| <b>Stratification</b><br><i>Select type(s) and enter number of strata</i> | <input checked="" type="checkbox"/> Geographical #: 11 urban centers (Kabul, Herat, Jalalabad, Kandahar, Kunduz, Lashkargah, Maymana, Mazar, Puli-Khumri, Sheberghan and Taloqan)<br>Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <input checked="" type="checkbox"/> Group #: IDPs in informal sites and Non-displaced (hosting)<br>Population size per strata is known? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> [Other Specify] #: __<br>Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |
| <b>Data collection tool(s)</b>  | <input type="checkbox"/> Structured (Quantitative)   |   | <input checked="" type="checkbox"/>  | Semi-structured (Qualitative)   |
|   | <b>Sampling method</b>   |   | <b>Data collection method</b>  |   |
| <b>Semi-structured data collection tool (s) # 1</b><br><i>Mapping</i>     | <input checked="" type="checkbox"/> Purposive<br><input type="checkbox"/> Snowballing<br><input type="checkbox"/> [Other, Specify]   |   | <input type="checkbox"/> Key informant interview (Target #): _____<br><input type="checkbox"/> Individual interview (Target #): _____<br><input checked="" type="checkbox"/> Focus group discussion (Target #): ~360 Mapping Focus Group Discussion (MFGDs) across 11 urban centers (estimated 3 MFGDs in each Nahiya).<br><input type="checkbox"/> [Other, Specify] (Target #): _____ |   |
| <b>Data management platform(s)</b>  | <input checked="" type="checkbox"/> IMPACT   | <input type="checkbox"/>  | <input type="checkbox"/> WFP   |   |
|   | <input type="checkbox"/> [Other, Specify]  |   |  |   |
| <b>Expected output type(s)</b>  | <input type="checkbox"/> Situation overview #: __  | <input type="checkbox"/>  | <input type="checkbox"/> Report #: __  | <input type="checkbox"/> Profile #:                                       |
|   | <input type="checkbox"/> Presentation (Preliminary findings) #:  | <input type="checkbox"/>  | <input type="checkbox"/> Presentation (Final) #: __  | <input type="checkbox"/> Factsheet#:                                      |
|   | <input type="checkbox"/> Interactive dashboard #: _  | <input type="checkbox"/>  | <input type="checkbox"/> Webmap #: __  | <input checked="" type="checkbox"/> Map #: 11 city level mapping booklets |

|   |                            |  |   |   |
|---|----------------------------|--|---|---|
|   |                            |  |   | identifying Nahiya and Gozar boundaries, and key basic services infrastructure (1 per city) |
|   | X                          | Datasets #: 11 dataset of quantitative information collected during mapping FGDs (1 per city)                        | X | Shapefiles #: 11 shapefiles of digitized mapping FGD outcomes (1 per city)                  |
| <b>Access</b>   | X                          | Public (available on REACH resource center and other humanitarian platforms)   |   |   |
|   | <input type="checkbox"/>   | Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) |   |   |
| <b>Visibility</b> <i>Specify which logos should be on outputs</i> | REACH<br><b>Donor:</b> WFP |  |   |   |

## 2. Rationale

### 2.1. Rationale

The compounding effects of chronic poverty, increasing climate shocks such as drought and flooding, and the recent economic crisis have generated desperate needs and vulnerabilities across the country. Despite the considerable scale up in provision of humanitarian assistance following the take-over by the new De facto Authorities (DfA) in August 2021, the Afghan population is characterized by limited coping capacity, barriers to accessing basic services, and poor food security outcomes.<sup>1</sup> According to the 2023 Afghanistan Humanitarian Needs Overview, 28.3 million people are currently in need of humanitarian assistance, an estimated 6.1 million of them are residing in urban areas.<sup>2</sup>

Increasing urbanization trends across Afghanistan have resulted in approximately 24% of the population, or 9.9 million people, living in cities. Around a third of WFP's national caseload for emergency programming covers populations in main urban centres, including: Herat (Herat), Jalalabad (Nangarhar), Kabul (Kabul), Kandahar (Kandahar), Kunduz (Kunduz), Lashkar Gah (Helmand), Maymana (Faryab), Mazar-i-Sharif (Balkh), Pul-i-Khumri (Baghlan), Sherberghan (Jawzjan), and Taloqan (Takhar). Whilst formal boundaries for police districts (PD), or 'Nahiyas', exist, the increasing density of many urban networks means that more granular territorial entry points are required to effectively inform community-based targeting. Within Afghanistan, the Sub-Nahiya level is known as the 'Gozar' or 'community'. Whilst the concept is widely understood at local level, there is limited publicly available and standardized geo-spatial data that outlines the boundaries of Gozars and provides an overview of demographics and access to basic services for the populations within them. Different from ISETs, gozars are formally recognized by municipal governments in which their leadership (wakil-i-gozars) participates. Gozars do not necessarily conform to the main criteria for ISETs in Afghanistan: sub-standard shelter, lack of secure tenure, perception of the site as informal, and inclusion of displaced groups. This distinction is defined in more detail below in Table 2.

REACH in coordination with WFP is implementing an urban Gozar mapping exercise to inform community-based targeting for WFP's emergency programming in urban areas, with clear applications for supporting the wider humanitarian community. REACH will follow an integrated community-based approach for this assessment to ensure a full understanding of the boundaries, population figures and existing infrastructure within eleven urban centres, REACH will map out Gozars and ISETs through organising participatory mapping focus group discussions (MFGDs) with community leaders. In addition to host and ISET community leaders, this exercise will include both male and female community leaders in order to better understand how gender informs the needs and basic services of communities at the sub-district level vis-à-vis various types

<sup>1</sup> Provisional HNO 2023 figures. Unpublished. ; OCHA, Afghanistan: Humanitarian Response Plan 2022 Response Overview (1 January – 31 August 2022). Available [here](#).

<sup>2</sup> [UNOCHA, Afghanistan Humanitarian Needs Overview 2023 \(January 2023\)](#)

of infrastructure, including water, health, education, markets, recreational spaces, food distribution points, and transportation.

## 3. Methodology

### 3.1. Methodology overview

The assessment will use a mixed method approach consisting of:

- a) In-depth secondary data review to gather available information on neighborhood mapping;
- b) A qualitative participatory mapping exercise with Wakil-i-Gozars and ISET community leaders to identify boundary delineations, population figures and key basic infrastructures in the urban neighborhoods of the target cities to understand what makes a community vulnerable:
  - i. In each Nahiya, three MFGDs in total will be conducted - one with male and one with female Wakil-i-Gozars/community leaders - to understand differences in their perceptions, awareness, and access to basic services.
  - ii. One MFGD will be conducted in ISET level with male community leaders, focusing on the ISET boundaries and location of basic services, additional information regarding population figures and access (for both men and women) will be available from the REACH facilitated ISET Sweep Assessment (forthcoming May/June 2023).

While most Nayihas are anticipated to consist of 30 Gozars or less, one additional MFGD will be conducted should this number be exceeded. In case of more than 50 Gozars, at least four separate MFGDs will be conducted. The total number will be determined using a list of wakil-i-gozars prior to data collection.

REACH will explore all possible options to conduct MFGDs with female participants, recognizing that this may not be feasible in all Nahiya due to social norms and the current ban on female NGO/UN workers thus. While the perspectives of women is key in understanding their accessibility and needs, previous similar assessment have shown that male participants were often better informed about administrative boundaries and public infrastructures. In locations where female MFGDs may not be feasible, reliable results in line with the proposed objectives should still be obtained.

Table 1: Target sampling overview

| Location               | Population group  | Gozar MFGDs | ISET MFGDs | Number of Nahiya | Total MFGDs |
|------------------------|-------------------|-------------|------------|------------------|-------------|
| Herat (Herat)          | Community leaders | 2           | 1          | 15               | 45          |
| Nangarhar (Jalalabad)  | Community leaders | 2           | 1          | 8                | 24          |
| Kabul (Kabul)          | Community leaders | 2           | 1          | 22               | 66          |
| Kandahar (Kandahar)    | Community leaders | 2           | 1          | 15               | 45          |
| Helmand (Lashkargah)   | Community leaders | 2           | 1          | 16               | 48          |
| Faryab (Maymana)       | Community leaders | 2           | 1          | 10               | 30          |
| Kunduz (Kunduz)        | Community leaders | 2           | 1          | 8                | 24          |
| Balkh (Mazari- Sharif) | Community leaders | 2           | 1          | 10               | 30          |
| Baghlan (Pule-Khumri)  | Community leaders | 2           | 1          | 6                | 18          |
| Jawzjan (Sheberghan)   | Community leaders | 2           | 1          | 4                | 12          |
| Takhar (Taloqan)       | Community leaders | 2           | 1          | 6                | 18          |
| <b>Total</b>           |                   |             |            | <b>120</b>       | <b>360</b>  |

### Population of interest

To map out the Gozars and ISETs of 11 target cities, REACH will first review secondary data to identify existing Nahiya within each city. REACH will then contact the local municipal and district leadership to inform them about the exercise and identify community leaders (Wakil-i-Gozars) of each Gozar and ISET with in-depth understanding of their neighborhood to participate in the mapping focus group discussion. REACH will use its learning from the Whole of Afghanistan Assessment 2022 to triangulate the urban boundaries and also include new Nahiyas and its Gozars falling under urban boundaries created after the takeover by the de-facto authorities.

The following area definitions will be used throughout the assessment:

Table 2: Area definitions

| Status | Definition   |
|--------|--|
| Nahiya | City district level within a municipal or administrative boundary through which local services are managed and distributed.  |
| Gozar  | Neighbourhood which is also a sub-division of the Nahiya and is recognized by municipality. It has a specific number of households living in it, has streets/roads, and the community that lives within the Gozar. This community that belongs to the Gozar has a shared sense of belonging to the Gozar, shares the same community representative (wakil-e-Gozar), and solves problems together.  |
| ISET   | Defined as having the following characteristics: <ul style="list-style-type: none"> <li>• <u>Shelter is sub-standard</u> (critical shelter)</li> <li>• <u>Lack secure tenure</u> for their shelter and/or tenure recognized as informal</li> <li>• <u>Perception of site as informal or unplanned</u> by government and/or wider community</li> <li>• <u>Displacement</u>: presence of IDPs (as defined by the Guiding Principles on Internal Displacement)</li> </ul> |

The population groups are defined in greater detail below:

Table 3: Population group definition

| Status                 | Definition  |
|------------------------|---|
| Host community         | Members of the community considered to originate from this location.  |
| Recent IDPs            | Afghan Nationals who have been forced to flee or to leave their homes or places of habitual residence in the last 6 months.   |
| Prolonged IDPs         | Afghan Nationals who were forced to leave their homes between 6 months and 2 years ago.   |
| Protracted IDPs        | Afghan Nationals who were forced to leave their homes a minimum of 2 years ago have since managed to re-establish their lives in new locations. They may or may not own land or hold well-paying jobs but are not considered by local residents to be part of the host community or be from the area. |
| Cross border returnees | Afghan Nationals that have returned to Afghanistan after living in other countries.   |
| IDP returnees          | Afghan nationals within Afghanistan returned to their area of origin.   |

|                   |   |
|-------------------|---|
| Economic migrants | Afghan Nationals who have left their homes by choice to seek employment or obtain money or resources. They did not leave home due to the threat of violence, human right violations, or man-made disasters. |
| Refugees          | Nationals of other countries outside of Afghanistan who have been displaced and fled their countries and are now residing in Afghanistan.   |
| Nomad             | Afghan nationals that traditionally do not have a fixed home or location of living, and regularly move throughout the country as part of their livelihoods. For instance, Kuchi populations.                |

## Secondary data review

The following resources will be reviewed as part of the secondary review phase to build a contextual basis for the analysis of primary data. These sources will provide context for the elaboration of the MFGD questionnaire as well as provide background for the analysis of results.

Table 4: Data sources for secondary data review

| Source                                       | Document   |
|--|--|
| UN-HABITAT                                   | <a href="#">State of Afghan Cities Report: Volume I, December 2015</a>   |
| UN-HABITAT                                   | <a href="#">State of Afghan Cities Report: Volume II, December 2015</a>  |
| REACH  | <a href="#">Area Based Response Assessment and Planning Framework, Afghanistan, February 2021</a>                                |
| OCHA   | Pilot Initiative: Area-Based Response in Afghanistan, February 2021  |
| AREU   | <a href="#">Urban Governance in Afghanistan: Assessing the New Urban Development Programme and its Implementation, June 2017</a> |
| Integrity Watch Afghanistan                  | <a href="#">Review of Wakil-e-Gozars' Duties and Their Relationship with Administrative Corruption, 2013</a>                     |
| Nagoya Institute of Technology               | <a href="#">A Study on Neighborhood Functions of "Gozars" in Kabul, Afghanistan, Shahab and Kaneda, 2015</a>                     |
| FMO  | <a href="#">Thematic Guide: Camps versus settlements, Anna Schmidt</a>   |
| Task Force on the Kabul Informal Settlements | <a href="#">Winter Assistance in the Kabul Informal Settlements, January 2016</a>  |
| UNOCHA                                       | <a href="#">Afghanistan: Humanitarian Needs Overview (2023)</a>  |
| UNOCHA                                       | <a href="#">Afghanistan: Humanitarian Needs Overview (2021)</a>  |
| UNOCHA                                       | <a href="#">Afghanistan Humanitarian Response Plan 2021</a>  |
| UNOCHA                                       | <a href="#">Afghanistan Humanitarian Response Plan 2022</a>  |
| IOM DTM                                      | <a href="#">Afghanistan: Informal Settlements Infosheet, Round 9, October - December 2019</a>                                    |
| Global Shelter Cluster                       | <a href="#">Settlements Approach Guidance Note, December 2020</a>  |

## 3.2 Primary Data Collection

The REACH team will engage and mobilize community leaders of the Gozars and ISETs for MFGDs by using the REACH database from previous assessments and liaising with the municipalities, and other key stakeholders. Each mapping exercise will involve ten to twelve individuals, chosen based on the criterion of a "community leader" who is someone with

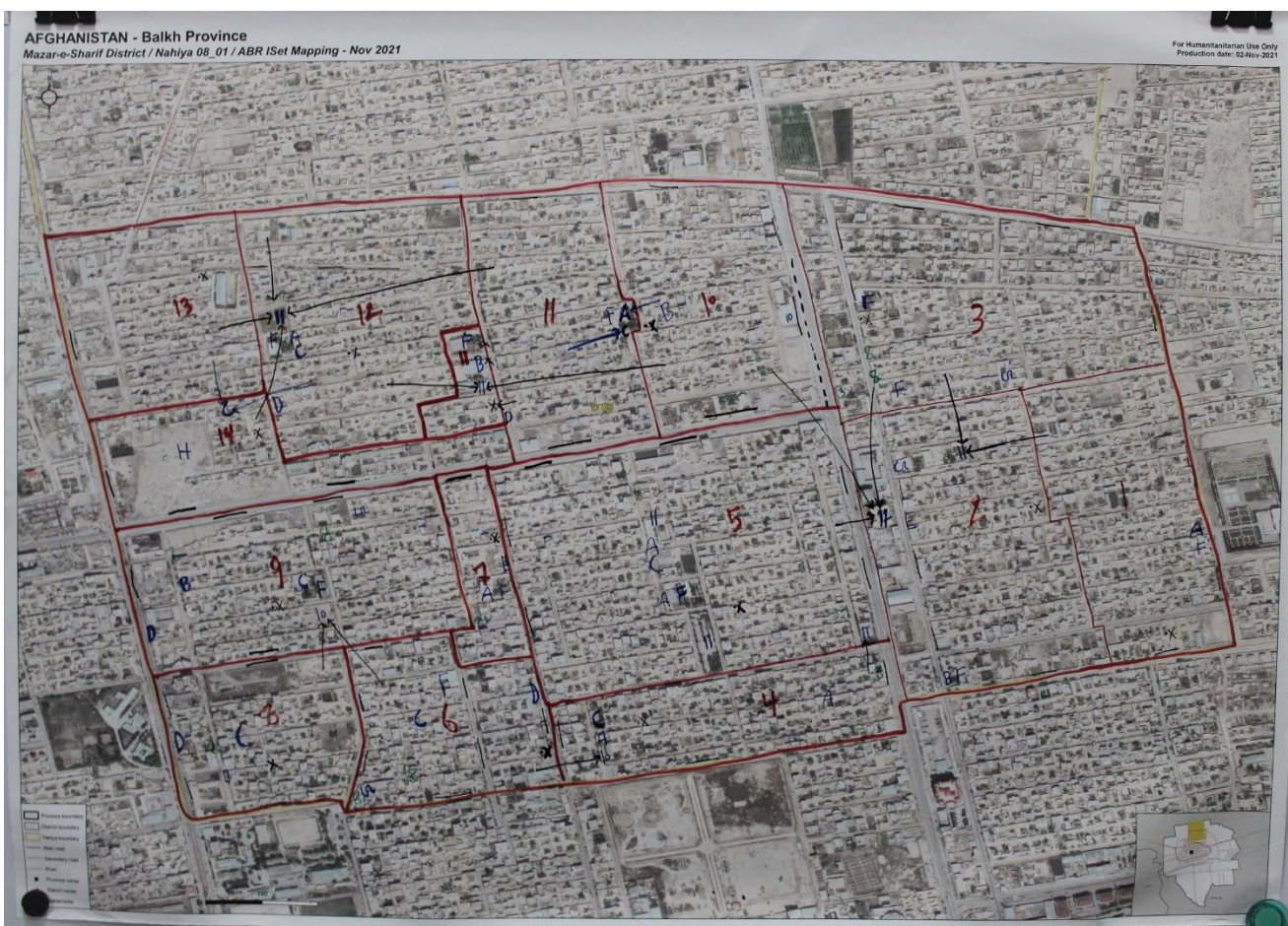
in-depth knowledge on the area where they reside. The participants of each MFGD should be representatives of different Gozars and ISETs within one Nahiya. To include a diverse range of perspectives REACH will aim to conduct three MFGDs in each Nahiya, one with male community leaders, one with male ISET community leaders, and one with female community leaders for each Nahiya, where possible, keeping in mind social norms and the ongoing ban on female NGO staff.

MFGDs will take place in ACTED/IMPACT offices or in relevant Nahiya's premises where possible. It will be conducted by a facilitator and note taker. A GIS officer will also be present if possible. With the consent of participants, the discussion will be recorded to enable retrospective checks. This qualitative data will be recorded both on the map and in the mapping exercise transcript while quantitative data (such as population numbers) will be recorded in KOBO tool (see Figure 1).<sup>3</sup>

After gaining consent and reaching consensus on the MFGD rules, the facilitator will begin by familiarizing the participants with the corresponding Nahiya reference map. The facilitator will then proceed to work through the topic guide and the associated probes, following the allocated time for each section. The facilitator will allow the conversation to be led by the participants, although ensuring the participation of all attendees. REACH will conduct 20 spot-checks for infrastructure in each urban centre, prioritizing conflicting points for physical field verification.

Facilitators and transcribers will be requested to complete the debrief form after each mapping exercise. This form will help to fine tune the question route (including whether the participants understood the questions, flagging any missing key points from the discussion), understand group dynamics, and improve set-up of MFGDs.

Figure 1: MFGD notes from Balkh province, November 2021



### 3.4. Data Processing & Analysis

<sup>3</sup> Please refer to the tool with components to be recorded in KOBO marked in purple.



All of the data from maps will be digitized into a database. Firstly, field teams will take photographs of maps produced during MFGDs and then send them to a GIS officer for uploading the data into GIS software. The GIS Officer will compile results from all MFGDs and look for overlapping boundaries. In case there is a good saturation of data then the GIS team will proceed with the mapping of the area. If there is conflict or no data saturation, a spot-check will be conducted by a local staff or GIS officer to validate the information. In line with [IMPACT guidelines](#) all qualitative data will be reviewed, processed, translated into English without paraphrasing or summarising on daily basis and then analysed by the Project Specialist using [Data Saturation and Analysis Grid \(DSAG\)](#).

## Output production

As a result of the assessment, following products will be developed:

11 x City level mapping booklets identifying Nahiya and Gozar boundaries, key basic services infrastructure and findings of protection and vulnerability to shocks and hunger (1 per city)

11 x shapefiles of digitized mapping FGD outcomes (1 per city)

11 x dataset of quantitative information collected during mapping FGDs (1 per city)

## 4. Roles and responsibilities

Table 5: Description of roles and responsibilities

| <b>Task Description</b>                       | <b>Responsible</b>                        | <b>Accountable</b> | <b>Consulted</b>  | <b>Informed</b>                                 |
|---|---|--------------------|---|---|
| <i>Research design</i>                        | Assessment Officer and Project Specialist | Research Manager   | WFP<br>GIS Officer<br>Deputy Country Coordinator<br>IMPACT HQ                         | HLP Cluster                                     |
| <i>Supervising data collection</i>            | Senior Project Officer                    | Programme Manager  | Project Specialist  | Research Manager,<br>Deputy Country Coordinator |
| <i>Data processing (checking, cleaning)</i>   | Senior Project Officer                    | Programme Manager  | GIS Officers,<br>Database Officers,<br>Project Specialist,<br>Translators             | Research Manager,<br>Deputy Country Coordinator |
| <i>Data analysis qualitative/quantitative</i> | Assessment Officer and Project Specialist | Research Manager   | GIS Officers,<br>Database Officer,<br>IMPACT HQ                                       | Deputy Country Coordinator                      |
| <i>Output production</i>                      | Assessment Officer and Project Specialist | Research Manager   | WFP<br>GIS Officers,<br>Database Officer,<br>Deputy Country Coordinator,<br>IMPACT HQ | Country Coordinator                             |
| <i>Dissemination</i>                          | Assessment Officer and Project Specialist | Research Manager   | WFP,<br>Deputy Country Coordinator,<br>Country Coordinator                            | IMPACT HQ                                       |

|                         |   |                  |  |           |
|-------------------------|---|------------------|--|-----------|
| Monitoring & Evaluation | Assessment Officer and Project Specialist | Research Manager | Deputy Country Coordinator, Country Coordinator  | IMPACT HQ |
| Lessons learned         | Assessment Officer and Project Specialist | Research Manager | WFP, GIS Officers, Database Officers, Senior Project Officer, Program Manager Deputy Country Coordinator | IMPACT HQ |

**Responsible:** the person(s) who executes the task

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

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

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

## 5. Data Analysis Plan

The data analysis plan will be finalized after the development of the tool, which is in progress. (See draft shared).

## 6. Data Management Plan

## 7. Monitoring & Evaluation Plan

| IMPACT Objective  | External M&E Indicator  | Internal M&E Indicator   | Focal point           | Tool          | Will indicator be tracked?              |
|---|---|--|-----------------------|---------------|---|
| Humanitarian stakeholders are accessing IMPACT products                               | Number of humanitarian organisations accessing IMPACT services/products | # of downloads of x product from Resource Center                                   | Country request to HQ | User_log      | <input checked="" type="checkbox"/> Yes |
|   |   | # of downloads of x product from Relief Web  | Country request to HQ |               | <input type="checkbox"/> Yes            |
|   |   | # of downloads of x product from Country level platforms                           | Country team          |               | <input type="checkbox"/> Yes            |
|   | Number of individuals accessing IMPACT services/products                | # of page clicks on x product from REACH global newsletter                         | Country request to HQ |               | <input checked="" type="checkbox"/> Yes |
|   |   | # of page clicks on x product from country newsletter, sendingBlue, bit.ly         | Country team          |               | <input type="checkbox"/> Yes            |
|   |   | # of visits to x webmap/x dashboard  | Country request to HQ |               | <input type="checkbox"/> Yes            |
| IMPACT activities contribute to better program implementation and coordination of the | Number of humanitarian organisations utilizing IMPACT services/products | # references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies) | Country team          | Reference_log | X Yes                                   |
|   |   | # references in single agency documents  |                       |               |   |

| humanitarian response  |  |  |              |  |  |
|--|--|--|--------------|--|--|
| <b>Humanitarian stakeholders are using IMPACT products</b>   | Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery | Perceived relevance of IMPACT country-programs   | Country team | Usage_Feedback and Usage_Survey template | <i>The usage survey to be implemented for this research cycle related to all output.</i> |
|  |  | Perceived usefulness and influence of IMPACT outputs   |              |  |  |
|  |  | Recommendations to strengthen IMPACT programs  |              |  |  |
|  |  | Perceived capacity of IMPACT staff   |              |  |  |
|  |  | Perceived quality of outputs/programs  |              |  |  |
| Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products | Recommendations to strengthen IMPACT programs  |  |              |  |  |
| <b>Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle</b>                          | Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs            | # of organisations providing resources (i.e. staff, vehicles, meeting space, budget, etc.) for activity implementation | Country team | Engagement_Log                           | <input type="checkbox"/> Yes   |
|  | (providing resources, participating to presentations, etc.)  | # of organisations/clusters inputting in research design and joint analysis  |              |  | <input checked="" type="checkbox"/> Yes  |
|  |  | # of organisations/clusters attending briefings on findings;   |              |  | <input checked="" type="checkbox"/> Yes  |