# Research Terms of Reference

**Needs Assessments of Hard-to-Reach areas of Sudan**
**SDN2301a**
**Sudan**

**December 2023**
**V2**

**REACH** Informing
more effective
humanitarian action

## 1. Executive Summary

| | |
|---|---|
| **Country of intervention** | Sudan |

| **Type of Emergency** | □ | Natural disaster | x | Conflict | □ | Other *(specify)* |
|---|---|---|---|---|---|---|
| **Type of Crisis** | x | Sudden onset | □ | Slow onset | □ | Protracted |

| | |
|---|---|
| **Mandating Body/ Agency** | *[BHA, REACH* |
| **IMPACT Project Code** | *23AZJ* |
| **Overall Research Timeframe** *(from research design to final outputs / M&E)* | 04/09/2023 to [date tbd] |

| **Research Timeframe (Pilot )** *Add planned deadlines (for first cycle if more than 1)* | 1. Pilot/ training: 04/09/2023 | 6. Preliminary presentation: 21/09/2023 |
|---|---|---|
| | 2. Start collect data: 06/09/2023 | 7. Outputs sent for validation: 22/09/2023 (Factsheets), 24/09/23 (Report) |
| | 3. Data collected: 12/09/2023 | 8. Outputs published: 29/09/2023 (factsheets), 01/10/23 (Report) |
| | 4. Data analysed: 14/09/2023 | 9. Final presentation: tbd (final presentation likely to be a combination of multiple rounds) |
| | 5. Data sent for validation: 14/09/2023 | |

| **Number of assessments** | □ | Single assessment (one cycle) |
|---|---|---|
| | X | Multi-assessment (more than one cycle) |
| | | Multiple assessments will be conducted in areas identified as having high humanitarian needs but with limited information on the situation. |

| **Humanitarian milestones** *Specify **what** will the assessment inform and **when** e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;* | **Milestone** | | **Deadline** |
|---|---|---|---|
| | X | Donor plan/strategy | Ongoing basis |
| | X | Inter-cluster plan/strategy | Ongoing basis |
| | X | Cluster plan/strategy | Ongoing basis |
| | X | NGO platform plan/strategy | Ongoing basis |
| | □ | Other (Specify): | _ _/_ _/_ _ _ _ |
| | **Audience type** | | **Dissemination** |

| Audience Type & Dissemination<br>*Specify **who** will the assessment inform and **how** you will disseminate to inform the audience* | X  Strategic<br><br>X  Programmatic<br><br>X Operational<br><br>□  [Other, Specify] | | X General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)<br><br>□ Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting<br><br>X Presentation of findings (e.g. at HCT meeting; Cluster meeting)<br><br>X Website Dissemination (Relief Web & REACH Resource Centre)<br><br>□ [Other, Specify] |
|---|---|---|---|
| **Detailed dissemination plan required** | □ | Yes | X | No |
| **General Objective** | Primarily, to inform emergency response planning and prioritisation through providing a better understanding of the humanitarian situation (movement barriers, protection and security, access to basic services, access to livelihoods, levels of food insecurity, water, sanitation and hygiene (WASH) conditions, health concerns, shelter concerns, and priority needs and assistance preferences) in hard-to-reach areas of Sudan. Additionally, to identify displacement concerns for populations leaving hard-to-reach areas of Sudan, and identify humanitarian needs in areas of arrival in Sudan and in neighbouring countries. | | |
| **Specific Objective(s)** | **1. Understand the humanitarian needs in hard-to-reach areas of Sudan:**<br>1.1. Understand the impact of the conflict on basic service infrastructures in hard-to-reach areas.<br>1.2. Understand food insecurity, livelihoods, WASH, health, shelter, and protection conditions in hard-to-reach areas.<br>1.3. Identify the most urgent needs and assistance preferences in hard-to-reach areas.<br><br>**2. Identify displacement concerns for populations leaving hard-to-reach areas of Sudan:**<br>2.1. Identify any population groups who are unable to leave hard-to-reach areas, and identify barriers to displacement from these areas.<br>2.2 Identify any immediate protection concerns of populations displacing from hard-to-reach areas of Sudan, as well as the presence of vulnerable groups among these displacing populations.<br><br><br>**3. Identify needs in areas of arrival for displaced Sudanese, in Sudan and in border areas of neighbouring countries::**<br>3.1. Identify the priority needs and assistance preferences in areas of arrival.<br>3.2. Identify humanitarian needs in areas of arrival. | | |
| **Research Questions** | **Hard-to-reach component:**<br><br>• 1.1. To what extent has the conflict in Sudan impacted basic service infrastructure in hard-to-reach areas of the country?<br>• 1.2. Which population groups have been unable to displace from hard-to-reach areas, and what are the barriers to displacement in these areas?<br>• 1.3. What are the protection concerns for the remaining population, and which population groups are most at risk? | | |

- 1.4. What are the priority needs (in terms of food security, health, shelter, livelihoods, and WASH) of the remaining population in hard-to-reach areas?
- 1.5. What are the assistance preferences of the remaining population in hard-to-reach areas?

**Displacement Component:**

- 2.1 What are the main challenges displacement groups[1] face when leaving hard-to-reach areas of Sudan and travelling to other areas in Sudan, or to neighbouring countries?

**Area of arrival component:**

- 3.1 What are the most urgent needs and the assistance preferences of the population in areas of displacement in Sudan?

| | |
|---|---|
| **Geographic Coverage** | Assessments will be conducted to gather information about the humanitarian situation in areas of Sudan which are likely to have been impacted by the current crisis, and where  limited information exists about the conditions and needs in these districts. Due to access constraints, data collection will be conducted by partners, and assessment coverage will therefore also depend on the operational presence of data collection partners. |
| **Secondary data sources** | Secondary data used in the research will include:<br><br>• IOM Displacement Tracking Matrix (DTM) data<br>• Relevent reports from Relief Web and news articles<br>• Remote sensing data, including from ICPAC and high resolution satellite imagery requested from UNOSAT. |

| **Population(s)**<br>*Select all that apply* | X | IDPs in camp | X | IDPs in informal sites |
|---|---|---|---|---|
| | X | IDPs in host communities | □ | IDPs [Other, Specify] |
| | X | Refugees in camp | X | Refugees in informal sites |
| | X | Refugees in host communities | □ | Refugees [Other, Specify] |
| | X | Host communities | X | Cross-border returnees |

| **Stratification**<br>*Select type(s) and enter number of strata* | □ | Geographical #:_ _ _<br>Population size per strata is known? □ Yes □ No | □ | Group #: _ _ _<br>Population size per strata is known?<br>□ Yes □ No | □ | *[Other Specify]* #: _ _<br>Population size per strata is known?<br>□ Yes □ No |
|---|---|---|---|---|---|---|

| **Data collection tool(s)** | X | Structured (Quantitative) | □ | Semi-structured (Qualitative) |
|---|---|---|---|---|

| | **Sampling method** | **Data collection method** |
|---|---|---|
| **Structured data collection tool # 1**<br>*Select sampling and data collection method and specify target # interviews* | X Purposive<br><br>□ Probability / Simple random<br><br>□ Probability / Stratified simple random<br><br>□ Probability / Cluster sampling<br><br>□ Probability / Stratified cluster sampling<br><br>□ [Other, Specify] | X Key informant interview (Target #):_Target 1-5KIs per settlement (admin 3)<br><br>□ Group discussion (Target #):_ _ _ _ _<br><br>□ Household interview (Target #):_ _ _ _ _<br><br>□ Individual interview (Target #):_ _ _ _ _<br><br>□ Direct observations (Target #):_ _ _ _ _<br><br>□ [Other, Specify] (Target #):_ _ _ _ _ |

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[1] The displacement group is defined as a group of individuals who travelled together between the settlement of origin and the area of data collection. This group may contain multiple households, or parts of households.

| Data management platform(s) | X | IMPACT | | □ | UNHCR | | |
|---|---|---|---|---|---|---|---|
| | □ | [Other, Specify] | | | | | |
| **Expected ouput type(s)** | □ | Situation overview #: _ _ | X | Report #: 1 per round | □ | Profile #: _ _ | |
| | X | Presentation (Preliminary findings) #: several, dependent on demand from clusters/ forums/ partners | X | Presentation (Final) #: _ _ | X | Factsheet #: several, depending on number and spread of settlements covered by each round of data collection | |
| | □ | Interactive dashboard #:_ | □ | Webmap #: _ _ | X | Map #: | |
| | X | [Other, Specify] #: rapid html output of graphs of questionnaire responses | | | | | |
| **Access** | X | Public (available on REACH resource center and other humanitarian platforms) | | | | | |
| | □ | Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms) | | | | | |
| **Visibility** *Specify which **logos** should be on outputs* | ***REACH*** | | | | | | |
| | ***Donor:*** *BHA, H2H* | | | | | | |
| | ***Coordination Framework:*** | | | | | | |
| | ***Partners:*** *ACTED, CRS, others tbc in future data collection rounds* | | | | | | |

# 2. Rationale

## 2.1 Background

Armed clashes in multiple cities across Sudan broke out on April 15th between the Sudanese Armed Forces (SAF) and the Rapid Support Forces (RSF), resulting in displacement across the country and a deterioration of the already severe humanitarian needs in the country. According to the updated Humanitarian Response Plan for Sudan, the conflict since 15 April is estimated to have led to an increase in people in need in Sudan in 2023, from 15.8 million to 24.7 million people.[2] As of August 1st, 2023, the latest Displacement Tracking Matrix (DTM) report from the International Organisation of Migration (IOM)[3] indicated that 3,020,517 people had been internally displaced since the outbreak of armed clashes on April 15th, as well as 926,841 cross-border movements.

The conflict, displacement, and anticipated macroeconomic consequences are likely to exacerbate already severe levels of humanitarian needs. According to the most recent IPC analysis, published on 2 August 2023, 20.3 million people, or over 40% of the Sudanese population, are acutely food insecure.[4] Access for humanitarian actors remains highly unstable and erratic, and future disruptions seem likely. Populations in areas of arrival also face severe needs, which may be exacerbated in the coming weeks and months as new arrivals stretch already limited resources. Humanitarian access to Sudan has been constrained by insecurity, looting of supplies and bureaucratic impediments.[5] This has also constrained access to high-quality information about the humanitarian needs in many parts of the country.

Given the rapidly changing humanitarian context, REACH plans to use its capacity and partnerships with NGOs operating on the ground in Sudan to support humanitarian actors with updated information on the extent of humanitarian needs in conflict-affected parts of Sudan. However, given the fluid security and political context and REACH's ongoing efforts to

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[2] Sudan: Revised Humanitarian Response Plan 2023 (Revision issued on 17 May 2023) [EN/AR] - Sudan | ReliefWeb
[3] IOM Displacement Tracking Matrix Sudan Situation Report 15, 30 July 2023 - Sudan | ReliefWeb

[4] "Sudan: IPC Acute Food Insecurity Analysis | June 2023 - February 2024: Issued August 2, 2023 - Sudan | ReliefWeb
[5] Sudan: Humanitarian Response Dashboard (as of 15 July 2023) - Sudan | ReliefWeb

engage with other assessment actors operating in Sudan and neighbouring countries, the research plans laid out in this methodology note remain subject to change in the days and weeks ahead.

## 2.2 Intended impact

The intended audience for this assessment is primarily actors in the humanitarian response in Sudan (e.g. UNOCHA, inter-cluster coordination, the INGO forum, individual clusters) as well as actors responding in neighbouring countries. Given the access constraints for humanitarian actors, significant information gaps persist regarding the humanitarian situation in the country, particularly in areas affected by active conflict. Information on the humanitarian situation in hard-to-reach areas is not only useful to understanding the needs faced by populations in Sudan but will also help actors responding in neighbouring countries better anticipate the flow of and needs faced by future arrivals. This improved understanding is expected to improve the relevance of humanitarian assistance to the greatest needs of populations affected by the crisis in Sudan.

The data will be disseminated online on Relief Web and the REACH Resource Centre, and via email directly to NGO and UN partners. Results will also be presented at relevant Humanitarian Country Team (HCT) and cluster meetings. The data aims primarily to inform ongoing or planned humanitarian interventions and programmes aimed at conflict-affected and difficult-to-access populations in Sudan. Ad-hoc remote sensing maps will also support the humanitarian response and programming through providing relevant information on damage to basic services, displacement site characteristics, as well as potential impacts of heavy rainfall on humanitarian access, for example.

# 3. Methodology

## 3.1 Methodology overview

To better understand the humanitarian situation in conflict-affected and hard-to-reach areas of Sudan, this assessment will use the Area of Knowledge (AoK) approach. Using the AoK approach, Key informants (KIs), who have recent knowledge of conflict-affected and hard-to-reach areas of interest, are interviewed about the situation in their area of knowledge. The KIs will be reporting on the needs of people in hard-to-reach locations at settlement level, and findings will be reported at district level.

Data will be collected in accessible locations which are expected to receive large numbers of people travelling from areas of interest: these locations may be district capitals within Sudan, or in border regions of neighbouring countries with high influx of Refugees and returnees from Sudan. These locations may be areas hosting displaced populations, or urban centres to which people from the settlements of interest travel regularly (for example to access markets and basic services). Depending on the security and access situation at the time of data collection, data will be collected face to face in each data collection location.

Data collection will be conducted by pre-identified partner organisations[6] working on the ground in data collection locations. Selected locations will depend on where partner organisations are operational. Specific data collection sites in data collection areas will be identified in scoping conversations with partner field teams. In order to maximise the spread of settlements covered in each round of data collection, the assessment team will review the settlements covered at the end of each day and will conduct daily follow-up with field teams to inform teams which settlements should be prioritized each day.

Prior to data collection, enumerators will be trained on the tool to ensure a clear understanding of all questions and how to administer these questions in face-to-face surveys. Daily follow-up with enumerators will serve to identify and correct any errors in data collection. This follow-up will also serve to improve data collection coverage, by informing enumerators of which settlements have been sufficiently assessed in previous days of data collection and which settlements remain to be targeted.

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[6] The first round of data collection will be conducted with ACTED and CRS. REACH aims to establish partnerships with more organisations, who have a presence in other potential data collection areas, to increase the coverage of the needs assessment.

### 3.2 Population of interest

The target areas for the assessments will depend on accessibility and where partner organisations are operating in Sudan at the time of data collection. The population of interest will be the population of conflict-affected hard-to-reach areas of Sudan: in each round this will be narrowed down according to the context and partner accessibility. The first (pilot) round aims to target as many districts as possible in East and West Darfur States.

This population of interest will be assessed through key informants (KIs) who have been present in the data collection location, who have recently (in the last 30 days) been present in, or had sufficiently detailed contact[7] with, an area of interest for the assessment. These may be recently arrived IDPs, or people who have travelled temporarily from the area of interest, for example to access markets or basic services. KIs will report on settlement (admin 3) level.

### 3.3 Secondary data review

Secondary data review will be conducted to support the assessments. REACH will make use of relevant datasets and research such as Humanitarian Needs Updates from UNOCHA and UNICEF, the Displacement Tracking Matrix (DTM) from IOM cross-border monitoring from UNHCR, and recent news articles, which will help target areas of interest. In addition, remote sensing datasets will be analysed to develop ad-hoc maps. Remote sensing data sources will include high resolution satellite imagery from UNOSAT, e.g. to identify changes in IDP or refugee camp size, or assess damage in areas of interest, and climatic data from ICPAC, to understand areas of potentially flood risk which may hinder humanitarian access.

### 3.4 Primary Data Collection

The assessment will consist of a structured interview questionnaire administrated to KIs at locations with considerable numbers of people who have travelled from the areas of interest, such as markets, basic service infrastructures, transport hubs, displacement sites, collective centres hosting displaced people, or host communities with considerable populations of displaced people, and aid distribution or registration sites. The interviews will be conducted by field officers from partner organisations working on the ground in Sudan and, when relevant, in border regions of neighbouring countries.

A structured data collection tool with closed-ended questions will be used, split into three parts: (1) a short displacement component focusing on identifying protection concerns of people displacing from areas of interest , (2) a short current location component focussed on the priority needs in the respondents' current location, and (3) a more detailed Area of Knowledge (AoK) component focussed on humanitarian conditions and needs in the area of interest, for which the KI has sufficient knowledge (see Population of Interest for details).

The questionnaire is also divided into core and ad-hoc questions:
- The **core questions** include questions to assess key needs across all sectors and is designed to address all research questions included in this ToR. The core questions have been selected with inputs from relevant clusters in Sudan, and should ideally be in all rounds of data collection but depending on the context and information gaps to address.

- The **ad-hoc** questions include a set of questions to allow a more in-depth understanding of specific sectoral needs. Selected ad hoc questions may be added to the core questionnaire to allow for a more in-depth understanding of specific sectoral needs. Adding ad hoc questions to the core questions may be driven by changes in context and needs or partner interests. When possible, the core questions should remain, but may be reduced depending on the focus of the assessment and capacity of the data collection partner. In either scenario a methodology note will be developed to clearly address the specific objectives and other minor changes to the overall objectives.

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[7] Telephone or video call, as well as membership of a neighbourhood social media group sharing needs and updates, will be considered as sufficiently detailed contact.

Before the start of primary data collection, enumerators from the participating partner organisations will be trained on who REACH are, the objectives of the assessment, selection criteria for KIs, and the Kobo tool itself. The training will also cover relevant "Do No Harm" and ethical considerations including psychological first aid (PFA), and referral pathways will be clearly outlined. Training will be provided to partners remotely by the Senior Assessment Officer for REACH Sudan with support from the Protection Cluster. An initial (pilot) data collection for the assessment is planned to be conducted in August 2023, with further assessments to be undertaken whilst the crisis and related needs persist.

The survey will be deployed on Kobo collect, and accessed by enumerators through the Kobo Collect application (or a weblink depending on internet availability). Depending on the operational location of partner organisations, and the movement patterns from areas of interest, enumerators will conduct interviews at markets, basic service infrastructures, transport hubs, displacement sites, collective centres hosting displaced people, or host communities with considerable populations of displaced people, and aid distribution or registration sites. Areas of interest will be prioritised based on information gaps and areas which are difficult to access by humanitarian actors, while data collection locations will be prioritised based on population movement patterns from the areas of interest, and operational presence of partner organisations. Specific data collection locations will be selected by the Senior Assessment Officer in discussion with field teams, based on access, security and the expected number and origin of KIs in each location. Whilst there will be no specific quota at this stage on the number of interviews to be conducted, as this will depend on operational capabilities of partner organisations. Ideally, no more than 5 KIs will be interviewed from each settlement (admin 3). REACH will monitor the number of interviews and locations daily and will follow-up with field teams to prioritise the targeting of KIs depending on which settlements have already been reported on in previous days of data collection.

Respondents will be selected purposively to cover a large number of settlements in the areas of interest in each data collection round. For that reason, individuals who seem approachable and open to talk will be selected. Although no quota or specific targets has been set, an effort will be made to interview a variety of profiles of respondents, including but not limited to: women traveling alone, women traveling with children, older people, families, foreign nationals and men traveling alone. No person younger than 18 years old will be interviewed. Eligibility questions will be asked at the beginning of the interview. If the respondent is not knowledgeable enough to provide information on the settlement of interest, the interview will be terminated and another KI will be identified.

### 3.5 Data Processing & Analysis

<u>Data processing</u>
All data collected through ODK will be uploaded to the IMPACT Global Kobo server. Manual and automated data cleaning will be conducted by the REACH Sudan Data Officer and Senior Assessment Officer to account for any duplicates or issues during data collection. The Senior Assessment officer will follow-up with field teams daily to correct data collection errors and clarify in case of questions related to the data. All data collection and cleaning activities conducted will be in line with IMPACT's minimum standards requirements and checklist. Data will be weighted where applicable.

<u>Data aggregation</u>
Before the analysis, all KI interviews will be aggregated to settlement level using a R script. With the aggregation of the data at settlements level, each settlement will be assigned one value for each question. The following logic will be employed to determine settlement-level responses:
- If there was only one KI for a settlement, their answers will automatically become the value for the settlement.
- **Single-choice questions** – For single-response questions, the value presented at the settlement level will be the most prevalent response among KIs survey responses for each settlement (modal value). In the absence of clear majority

(e.g. 2 KIs reporting "yes" and 2 KIs reporting "no"), the survey responses from the KI considered better informed[8] will take precedence over the survey responses from the other KIs: among equally prevalent responses, the value of the response reported by the largest number of 'better informed' KIs will be attributed to the settlement-level response. In case there is still no clear majority when comparing the number of responses reported by 'better informed' KIs, the settlement response will be coded as No Consensus (NC).

▪ **Multiple-choice questions** – For multiple choice questions, any option reported by a KI will be included in the settlement-level data.

| 1 KI for the settlement | More than 1 KI for the settlement | |
|---|---|---|
| The answer of the KI becomes the value for the settlement. | **Single-choice question** | **Multiple-choice question** |
| | The most prevalent response is presented for each settlement. In the absence of clear majority, the response most reported by 'better informed' KIs will take precedence. In case there is still no clear majority, the response is coded as NC. | Any option reported by a KI is included in the data. |
| *e.g. If the KI reports "Yes", "Yes" becomes the value for the settlement.* | *e.g. If 3 KIs report "yes", and 1 KI reports "no", "yes becomes the value at the settlement level. If 2 'better informed' KIs report "yes" and 2 'other' KIs reporting "no", "yes" becomes the value at the settlement level. If 2 'better informed' KIs report "yes" and 2 'better informed' KIs reporting "no", "NC" becomes the value at the settlement level.* | *e.g. If KI A reports "agriculture" and "livestock", KI B reports "petty trade" and KI C reports "livestock" and "salaried employment", "agriculture", "livestock", "petty trade" and "salaried employment" become the values at the settlement level.* |

Data analysis

Following the aggregation of findings, the IMPACT Data Officer will conduct statistical analysis on the cleaned data set using relevant software such as R and SPSS. Questions aiming at assessing the situation in KI's **current location** will be analysed according to the percentage (%) of KIs reporting a given response (non-aggregated values). Questions aiming at assessing the situation in **hard-to-reach settlements** will be analysed according to the percentage (%) of assessed settlements responding for a given response (aggregated values). The analysis will be done in accordance with the data analysis framework produced during the research design phase, which will outline relevant indicators and tool questions linked to the core research questions outlined in this ToR. All analysis will be reviewed by the IMPACT HQ Research Design and Data (RDD) Unit before the output production.

In addition, ad-hoc maps will be developed based on remote sensing data to help support humanitarian response activities, and triangulate information collected in the field. Following the reception of GPS coordinates of IDP camps from partner organisations, this will involve the acquisition of high-resolution satellite data from UNOSAT to identify changes in the sizes and characteristics of IDP sites, as well as analysis of climatic data to understand the potential risk of flooding which may hinder humanitarian access. All GIS/remote sensing analysis will be conducted in ArcGIS Pro and Google Earth Engine.

Proposed outputs for each round of data collection are as follows:

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[8] Key informants designated as 'better informed' are those who were displaced from the area of interest within 30 days before the start of data collection, as well as those who were present in the area of interest for at least 7 days during the 30 days preceding data collection. Other key informants comprise respondents who were not displaced or present in the area of interest in the 30 days prior to data collection but obtained updated information through contacts or were present in the area of interest during the 30 days prior to data collection but remained there for less than 7 days.

- A html output showing graphs of questionnaire responses, which can be produced quickly and shared with partners directly by email.
- Factsheets reporting responses in specific districts (choice of settlements/localities for specific factsheets will depend on the demand for information on assessed settlements/localities). These may include maps as described above.
- A situation overview reporting on all responses in the data collection round and triangulating with secondary data. This report may include maps as described above.

## 4. Key ethical considerations and related risks

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

| *The proposed research design…* | *Yes/ No* | *Details if no (including mitigation)* |
|---|---|---|
| … Has been coordinated with relevant stakeholders to **avoid unnecessary duplication** of data collection efforts? | Yes | |
| … **Respects respondents, their rights and dignity** (*specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided*)? | Yes | |
| … Does not **expose data collectors to any risks as a direct result** of participation in data collection? | Yes | |
| … Does not **expose respondents / their communities to any risks as a direct result** of participation in data collection? | Yes | |
| … Does not involve **collecting information on specific topics which may be stressful and/ or re-traumatising** for research participants (both respondents and data collectors)? | No | Information on safety and security risks in the current location, and in the location of origin, will be collected. Information on problems and dangers encountered during displacement will also be collected. Enumerator asks if the respondent feels comfortable talking about these topics. The respondent can refuse to answer in which case the question is skipped. Enumerators will be trained in informed consent, revocable consent and PFA. |
| … Does not involve **data collection with minors** i.e. anyone less than 18 years old? | Yes | |
| … Does not involve **data collection with other vulnerable groups** e.g. persons with disabilities, victims/ survivors of protection incidents, etc.? | No | Vulnerable persons may be interviewed. Whilst they are not specifically targeted, they will not be excluded from participating. However, if they do not feel comfortable answering specific questions, they will be able to |

| | | |
|---|---|---|
| | | skip these. Enumerators will be trained in informed consent, revocable consent and PFA. |
| … Follows IMPACT SOPs for management of **personally identifiable information**? | Yes | |

## 5. Roles and responsibilities

**Table 3: Description of roles and responsibilities**

| Task Description | Responsible | Accountable | Consulted | Informed |
|---|---|---|---|---|
| *Research design* | *SDN SAO* | *SDN SAO* | *SDN RM & CC, HQ SAO, HQ RDD* | *AAWG* |
| *Supervising data collection* | *SDN SAO* | *SDN SAO* | *SDN RM & CC* | *RDD* |
| *Data processing (checking, cleaning)* | *SDN SDO* | *SDN SAO* | *HQ RDD* | |
| *Data analysis* | *SDN SDO* | *SDN SAO* | *HQ RDD* | |
| *Output production* | *SDN SAO* | *SDN SAO* | *SDN RM & CC, HQ SAO, HQ RRU* | *AAWG* |
| *Dissemination* | *SDN RM* | *SDN RM* | *SDN CC* | *AAWG* |
| *Monitoring & Evaluation* | *SDN SAO* | *SDN SAO* | *SDN RM & CC* | |
| *Lessons learned* | *SDN SAO & RM* | *RM* | *HQ MEL, SDN CC* | |

**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*

*NB: Only one person can be Accountable; the only scenario when the same person is listed twice for a task is when the same person is both Responsible and Accountable.*

## 6. Data Analysis Plan

DAP available on the IMPACT repository:  See "REACH Sudan Needs assessment in hard-to-reach areas, Data analysis plan (March 2024)".