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| **Research Terms of Reference****Rapid Needs Assessment of People Affected by Gu Flooding****SOM2403****SOMALIA** |
| **March 2024****V.1** | **C:\Users\Megan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\REACH logo white (for a coloured background).jpg** |

# Executive Summary

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| **Country of intervention** | *Somalia* |
| **Type of Emergency** | x | Natural disaster | □ | Conflict | □ | Other *(specify)* |
| **Type of Crisis** | x | Sudden onset  | □ | Slow onset | □ | Protracted |
| **Mandating Body/ Agency** | *OCHA* |
| **IMPACT Project Code** | *27AQC* |
| **Overall Research Timeframe**  | 15/02/2024 to 15/05/2024 |
| **Research timeline** | 1. Pilot/ training: 03/04/2024 | 6. Outputs finalized: 10/05/2024 |
| 2. Start collect data: 28/04/2024 | 7. Outputs sent for validation: 10/05/2024 |
| 3. Data collected: 30/04/2024 | 8. Outputs published: 14/05/2024 |
| 4. Data analysed: 02/05/2024 | 9. Final presentation: 15/05/2024 (tentative) |
| 5. Data sent for validation: 03/05/2024 |
| **Number of assessments** | x | Single assessment (one cycle) |
| □ | Multi assessment (more than one cycle) *[Describe here the frequency of the cycle]*  |
| **Humanitarian milestones** | **Milestone** | **Deadline (can be tentative)** |
| □ | Donor plan/strategy  | \_ \_/\_ \_/\_ \_ \_ \_ |
| x | Inter-cluster plan/strategy  | TBD |
| □ | Cluster plan/strategy  | \_ \_/\_ \_/\_ \_ \_ \_ |
| □ | NGO platform plan/strategy  | \_ \_/\_ \_/\_ \_ \_ \_ |
| □ | Other (Specify): | \_ \_/\_ \_/\_ \_ \_ \_ |
| **Audience Type & Dissemination** *Specify* ***who*** *will the assessment inform and* ***how*** *you will disseminate to inform the audience* | **Audience type** | **Dissemination** |
| X Strategic ProgrammaticX Operational□ [Other, Specify] | **x** General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)x Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting x Presentation of findings (e.g. at HCT meeting; Cluster meeting) x Website Dissemination (Relief Web & REACH Resource Centre)□ [Other, Specify] |
| **Stakeholder mapping**  | □ | Yes | x | No |
| **General Objective** | *To conduct a rapid multi-sectoral needs assessment to identify priority needs of flood-affected people in evacuation sites and flooded communities in Belet Weyne and Baardheere districts to inform programmatic humanitarian interventions and resource prioritization in the immediate aftermath of flooding.* |
| **Specific Objective(s)** | * To estimate the number of people living in flooded areas or who have been displaced by flooding in Belet Weyne and Baardheere districts
* To identify the shelter conditions and NFI needs of flood-affected people in Belet Weyne and Baardheere districts
* To identify the impact of flooding on education needs of flood-affected people in Belet Weyne and Baardheere districts
* To understand the food security needs of flood-affected people and market functionatlity in Belet Weyne and Baardheere districts
* To identify the health and nutrition needs of flood-affected people in Belet Weyne and Baardheere districts
* To identify the protection needs of flood-affected people in Belet Weyne and Baardheere districts
* To identify the WASH needs of flood-affected people in Belet Weyne and Baardheere districts
* To assess the awareness of, utilization of, and barriers to humanitarian assistance of flood-affected people in Belet Weyne and Baardheere districts, and to identify their needs and preferences for types of assistance
* To understand the movement intentions of flood-affected people in Belet Weyne and Baardheere districts within the next 3 months
* To understand the access constraints to humanitarian actors in areas where flood-affected people are living in Belet Weyne and Baardheere districts
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| **Research Questions** | * What is the estimated number of people living in flood-affected areas or who have been displaced by flooding in Belet Weyne and Baardheere districts?
* What are the shelter conditions and NFI needs of flood-affected people in Belet Weyne and Baardheere districts?
* What is the impact of flooding on education needs of flood-affected people in Belet Weyne and Baardheere districts?
* What is the impact of flooding on food security and market functionality of flood-affected people in Belet Weyne and Baardheere districts?
* What are the health and nutrition needs of flood-affected people in Belet Weyne and Baardheere districts?
* What are the protection needs of flood-affected people in Belet Weyne and Baardheere districts?
* What are the WASH needs of flood-affected people in Belet Weyne and Baardheere districts?
* What is the awareness of, utilization of, and barriers to humanitarian assistance of flood-affected people in Belet Weyne and Baardheere districts?
* What are are the needs and preferences for types of assistance of flood-affected people in Belet Weyne and Baardheere districts?
* What are the movement intentions of flood-affected people in Belet Weyne and Baardheere districts within the next 3 months?
* What are the access constraints to humanitarian actors in the areas where flood-affected people are living in Belet Weyne and Baardheere districts?
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| **Geographic Coverage** | *Admin 0 – Somalia**Admin 1 – Hirshabelle and Jubaland states**Admin 2 – Hiraan and Gedo regions**Admin 3 – Belet Weyne and Baardheere districts* |
| **Secondary data sources** | [SWALIM. Somalia Climate Outlook for the 2024 Gu “Long Rains” Season - Issued on 7th March 2024.](https://reliefweb.int/report/somalia/somalia-climate-outlook-2024-gu-long-rains-season-issued-7th-march-2024)[Somalia 2024 Humanitarian Needs and Response Plan (HNRP). Jan 2024.](https://reliefweb.int/report/somalia/somalia-2024-humanitarian-needs-and-response-plan-hnrp)[IPC Somalia Acute Food Insecurity and Acute Malnutrition Analysis. Feb 2024.](http://fsnau.org/downloads/IPC-Somalia-Acute-Food-Insecurity-Malnutrition-Jan-Jun-2024-Report.pdf)[REACH Somalia. Rapid Multi-sectoral Needs Assessment of Populations Affected by Deyr Flooding: Baardheere district. November 2023.](https://repository.impact-initiatives.org/document/reach/ee715950/REACH_SOM_Formatted-analysis-Baardheere_RNA-Flooding_November-2023.xlsx)[REACH. Rapid Multi-sectoral Needs Assessment of populations affected by Deyr flooding: Belet Weyne District, Somalia November 2023](https://reliefweb.int/report/somalia/rapid-multi-sectoral-needs-assessment-populations-affected-deyr-flooding-belet-weyne-district-somalia-november-2023).[OCHA. Somalia Monthly Humanitarian Update, February 2024. 17 March 2024.](https://reliefweb.int/report/somalia/somalia-monthly-humanitarian-update-february-2024)[Somalia Ministry of Health. AWD/Cholera Weekly Epidemiological Report EPI Week 8 (19 February – 25 February 2024). 4 March 2024.](https://reliefweb.int/report/somalia/awdcholera-weekly-epidemiological-report-epi-week-8-19-february-25-february-2024)[IASC. Multi-sectoral Initial Rapid Assessment Tool. 2015.](https://interagencystandingcommittee.org/sites/default/files/migrated/2019-02/mira_manual_2015.pdf) |
| **Population(s)** | x | IDPs in camp | x | IDPs in informal sites |
| *Select all that apply* | x | IDPs in host communities | □ | IDPs [Other, Specify] |
|  | □ | Refugees in camp | □ | Refugees in informal sites |
|  | □ | Refugees in host communities | □ | Refugees [Other, Specify] |
|  | x | Host communities | □ | [Other, Specify] |
| **Stratification***Select type(s) and enter number of strata* | x | Geographical #: 2 districtsPopulation size per strata is known? x Yes □ No | □ | Group #: \_ \_ \_ Population size per strata is known? □ Yes □ No | □ | *[Other Specify]* #: \_ \_ Population size per strata is known? □ Yes □ No |
| **Data collection tool(s)**  | x | Structured (Quantitative) | **□** | Semi-structured (Qualitative) |
|  | **Sampling method** | **Data collection method**  |
| **Structured data collection tool # 1***Select sampling and data collection method and specify target # interviews* | x Purposive□ Probability / Simple random□ Probability / Stratified simple random□ Probability / Cluster sampling□ Probability / Stratified cluster sampling□ [Other, Specify] | x Key informant interview: 3-5 interviws per site, all sites with flood affected populations (# TBD) □ Group discussion (Target #):\_ \_ \_ \_ \_□ Household interview (Target #):\_ \_ \_ \_ \_□ Individual interview (Target #):\_ \_ \_ \_ \_□ Direct observations (Target #):\_ \_ \_ \_ \_□ [Other, Specify](Target #):\_ \_ \_ \_ \_ |
| **Target level of precision if probability sampling** | \_ \_% level of confidence | \_ \_+/- % margin of error |
| **Disaggregation by gender and age** *Are you planning to conduct sex/age disaggregated analysis?* |  Gender |  Age  |
| □ | Yes | □ | Yes |
| x | No | x | No |
| **Data management platform(s)** |  | IMPACT | □ | UNHCR |
|  | x | OCHA |
| **Expected ouput type(s)** |  | Situation overview #:  |  | Report #:  | □ | Profile #: \_ \_ |
|  | Presentation (Preliminary findings) #:  | x | Presentation (Final) #: 2 (1 per district) | x | Factsheet #: 2 (1 per district) |
| □ | Interactive dashboard #:\_ |  | Webmap #: \_ \_ | x | Map #: 2 (1 per district) |
|  | □ | [Other, Specify] #: \_ \_ |
| **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* |
| ***Coordination Framework:*** *OCHA Assessment Working Group (AAWG)* |
| ***Partners: TBD*** |

# Rationale

* 1. Background

Historic flooding, triggered by the El Niño climate cycle coupled with an expected positive Indian Ocean Dipole (IOD), affected 36 districts in Somalia over the course of the October-December Deyr rainy season, ultimately affecting 2.5 million people and displacing 1.7 million across the country.[[1]](#footnote-2) Belet Weyne district in Hirshabelle State, along the Shabelle River, and Baardheere district in Jubaland state, along the Juba River, were two of the hardest hit districts, as flooding destroyed key bridges, properties, and large swaths of farmland, and displaced hundreds of thousands to evacuation sites on higher ground.[[2]](#footnote-3) [[3]](#footnote-4) [[4]](#footnote-5) The longer Gu rainy season, traditionally spanning from March-May, has a moderate (55%) likelihood of above average rains in 2024 and is anticipated to affect at least 770,000 people through riverine and flash flooding.[[5]](#footnote-6) The effects of Gu flooding may reduce harvests along the Juba and Shabelle rivers by washing away agricultural land and destroying crops. Cases of cholera and acute watery diarrhea (AWD) are expected to increase in the presence of heavy rains and flooding, due to displacement, lack of sanitation facilities in displacement sites, limited access to primary health care, and the use of contaminated water.[[6]](#footnote-7)

Prior to the Deyr season flooding, Belet Weyne district had been beset by a number of shocks in recent years that have compounded vulnerability. The 2022 drought drove the district into emergency food insecurity levels,[[7]](#footnote-8) and major flooding from April-June 2023 on the banks of the Shabelle river inundated Belet Weyne town, affecting over 240,000 people.[[8]](#footnote-9) Continued conflict between government forces and armed non-state actors in the district has also driven internal displacement and increased instability during 2023.[[9]](#footnote-10) [[10]](#footnote-11) Belet Weyne is currently experiencing a cholera/AWD outbreak which began in December 2023 after the widespread Deyr flooding; from January 1 to February 25, there have been 604 cumulative cases and a case fatality rate (CFR) of 1.2%, just above the globally recognized emergency threshold of 1%.[[11]](#footnote-12) Baardheere district in Jubaland State also experienced extreme flash flooding in March 2023, which caused 14 deaths, displaced thousands, and destroyed property,[[12]](#footnote-13) and armed non-state actors continue to maintain control over large swaths of Jubaland State, driving extended instability in the region.[[13]](#footnote-14) In combination with displacement driven by the devastating Deyr flooding in November 2023, Baardheere experienced a large increase in internal displacement, with 237,000 people displaced in the whole of 2023, compared with 23,000 in 2022.[[14]](#footnote-15) The recent IPC Acute Food Insecurity analysis found that the riverine regions of Belet Weyne and Baardheere are currently in Phase 3, though Baardheere is expected to move into Phase 4 through the projection period of April – June 2024, while the 2024 Humanitarian Needs Response Plan categorized both districts in Category 4 of Inter-Cluster Severity scoring.[[15]](#footnote-16) [[16]](#footnote-17) Given their pre-existing vulnerabilities and historical precedent of flooding, Belet Weyne and Baardheere are two districts that would benefit from targeted assessments during the onset of Gu flooding.

As these districts are already facing multi-faceted crises of climate shocks and conflict, their vulnerability to morbidity and mortality, as well as widespread loss of livelihood, will be high, highlighting further information gaps regarding the impact of multi-sector shocks. Large-scale flooding will damage properties and cropland, hinder transportation and disrupt supply chains, constrain access to services such as schools and hospitals, increase the likelihood of plant and livestock pests, and increase risk of diseases associated with flooding, such as cholera, Dengue fever, and malaria.

* 1. Intended impact

Rapid needs research cycles which are responsive and nimble in anticipation of multi-sectoral shocks will reduce the response time and inform initial strategic planning and resource appeals in a timely manner. REACH will conduct a rapid needs assessment of key informants (KIs) in Belet Weyne and Baardheere districts and focusing on locations with high influx of IDPs evacuating their flooded communities as well as flood affected communities themselves, aiming to cover all sites with affected populations, dependent on accessibility. This assessment will improve understanding of the current situation to inform ongoing and planned humanitarian interventions as well as strategic decision-making processes. The assessment will be led by REACH and coordinated through the OCHA and REACH co-led Assessment Working Group (AAWG).

# Methodology

* 1. Methodology overview

A key informant (KI) methodology will be deployed for this RNA. Data will be collected in the two districts within 72 hours of the onset of flooding, defined as the onset of riverine flooding. Data will be collected at the site level, with enumerators interviewing KIs selected based on their knowledge of flood affected people in the community as well as general information about the assessed location. Site information will be aggregated to a district level. Collected primary data will then be further triangulated through available secondary data.

Key definitions include:

* Informal site/settlement: Displaced groups may settle in camps that are independent of assistance from the

government or humanitarian community. Self-settled camps sometimes known as ‘spontaneous sites’, may be sited on state-owned, private or communal land, usually after limited negotiations with the local population or private owners over use and access.

* IDP: Individuals or groups of people who have been forced to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalised violence, violations of human rights, or natural or man-made disasters, and who have not crossed an international border
	1. Population of interest

The geographical area assessed is locations that received high influxes of people displaced by flooding as well as communities affected by flooding within Belet Weyne and Baardheere districts. Selected settlements will be determined by State-Inter-Cluster Coordination Groups (S-ICCGs) in Hirshabelle and Jubaland states, which will provide lists of the most affected sites to target, including evacuation sites and the communities which have recorded flooding due to the trigger threshold of riverine flooding. The unit of measurement will be at a site/settlement level, aggregated to a district level, to determine strategic and operational inter-sectoral responses at a level appropriate for targeted aid. The following is the rationale behind the geographical areas selected for this assessment:

• Locations (sites, settlements) in Belet Weyne and Baardheere districts where there are high concentrations of people displaced specifically from flooding (evacuation sites) and communities affected by flooding (are currently experiencing flooding), as determined by S-ICCGs

• Locations (sites, settlements) confirmed by Acted Security as safe to conduct face to face interviews.

• Locations (sites, settlements) confirmed as accessible for REACH Operations staff within the April time frame.

Specific data collection locations have not been confirmed yet, due to the fact that the flooding has not yet occurred and therefore the displacement movement is not yet known, but experience during the Deyr 2023 flooding indicates that people displaced by flooding will be resettled in already established sites on the outskirts of the impact zone.

* 1. Secondary data review

This assessment will rely on the following sources from the ongoing humanitarian response to Gu 2024 flooding in Somalia. As the crisis remains dynamic, the REACH team may rely on other sources as they become available.

Initial understanding of anticipated geographic impact was informed by FAO SWALIM’s Somalia Climate Outlook for the Gu “Long Rains” Season and information shared during the Somalia GU 2024 Seasonal Outlook and River Embankment Breakages Analysis Webinar on March 14th. High anticipated week-to-week variability of rainfall complicates expectations on onset and duration of rainfall, but it’s expected that rainfall in Somalia will have an early onset in the beginning of April. While rains may contribute to flash flooding initially, historical precedent shows that rainfall has a lagged effect on riverine flooding and is more dependent on rainfall in the Ethiopian highlands rather than over the districts themselves; for example, the Shabelle River typically floods in Belet Weyne district 10-15 days after heavy rains on the Ethiopian highlands.

Reporting from OCHA on the historic Deyr rainy season flooding (October-December 2023) advanced our contextual understanding of the displacement and livelihood effects of riverine flooding in the region. This rainy season experienced multiple flood events, and people remained displaced on higher ground as flash flood and riverine flood waters did not fully recede for weeks, confirming that this RNA is best placed to assess the needs of flood-affected people as their situation may be protracted. REACH’s two RNAs conducted in Belet Weyne and Baardheere districts during the Deyr flooding improved our understanding of deploying the tool in an emergency context, and lessons learned contributed to tool revisions for this round of deployment. OCHA’s recent assessment of the humanitarian situation across Somalia going into the Gu rainy season further contextualizes the pre-existing vulnerabilities of the selected districts. The Humanitarian Needs Response Plan 2024 focuses on anticipatory action as a priority humanitarian intervention; this shaped our research objectives to be aligned with strategic and operational programming. IPC projections for April – June 2024 highlight regions of high vulnerability for food insecurity, as riverine areas along the Shabelle and Juba River are expected to be in Phase 3 and, in the case of Baardheere, Phase 4, providing both contextual understanding of prior vulnerability and a secondary source of triangulation for primary data collection related to nutrition, WASH, health, and food security.

Certain data sources will be used for real-time monitoring of the extent of the multi-sectoral crisis. The [Somalia Weekly Weather Forecasts](https://reliefweb.int/report/somalia/somalia-weekly-weather-forecast-valid-27th-march-2nd-april-2024), produced by FAO SWALIM and published on Relief Web, will be used to monitor the extent of Gu flooding over the months of April and May. The CCCM Cluster has created a live [Google Sheet document](https://onedrive.live.com/edit?id=5493CD827B1B4609!109&resid=5493CD827B1B4609!109&ithint=file%2cxlsx&authkey=!AEj-skQO_n7qNlY&wdo=2&cid=5493cd827b1b4609) in collaboration with partners on the ground and the local government to map the Flood Response and flood-affected sites in real time, which will aid in assessing the scope of flooding.

The sampling design and research methods were guided by Inter-Agency Standing Committee (IASC)’s Multi-sectoral Initial Rapid Assessment (MIRA) methodology, which recommends key informant interviews using purposive sampling when areas are accessible but time and resources are limited, given the rapid nature of this assessment. The assessment will be conducted in “Phase 2” – within 2 weeks of the onset of the crisis – thereby informing the next cycle of response analysis and strategic planning.

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| **Secondary source**  | **Purpose of source**  |
| [IPC Somalia Acute Food Insecurity and Acute Malnutrition Analysis. Feb 2024.](http://fsnau.org/downloads/IPC-Somalia-Acute-Food-Insecurity-Malnutrition-Jan-Jun-2024-Report.pdf) | * Contextualize assessment
 |
| [SWALIM. Somalia Climate Outlook for the 2024 Gu “Long Rains” Season - Issued on 7th March 2024.](https://reliefweb.int/report/somalia/somalia-climate-outlook-2024-gu-long-rains-season-issued-7th-march-2024) | * Site selection
 |
| [Somalia 2024 Humanitarian Needs and Response Plan (HNRP). Jan 2024.](https://reliefweb.int/report/somalia/somalia-2024-humanitarian-needs-and-response-plan-hnrp) | * Contextualize assessment
 |
| [REACH Somalia. Rapid Multi-sectoral Needs Assessment of Populations Affected by Deyr Flooding: Baardheere district. November 2023.](https://repository.impact-initiatives.org/document/reach/ee715950/REACH_SOM_Formatted-analysis-Baardheere_RNA-Flooding_November-2023.xlsx) | * Contextualize assessment
 |
| [OCHA. Somalia Situation Report, 26 December 2023.](https://reliefweb.int/report/somalia/somalia-situation-report-26-dec-2023) | * Contextualize assessment
 |
| [OCHA. Somalia Monthly Humanitarian Update, February 2024. 17 March 2024.](https://reliefweb.int/report/somalia/somalia-monthly-humanitarian-update-february-2024) | * Contextualize assessment
 |
| [REACH Somalia. Rapid Multi-sectoral Needs Assessment of Populations Affected by Deyr Flooding. Belet Weyne district. November 2023.](https://repository.impact-initiatives.org/document/reach/b24f2386/REACH_SOM_Formatted-analysis-BeletWeyne_RNA-Flooding_November-2023.xlsx) | * Contextualize assessment
 |
| [Somalia Ministry of Health. AWD/Cholera Weekly Epidemiological Report EPI Week 8 (19 February – 25 February 2024). 4 March 2024.](https://reliefweb.int/report/somalia/awdcholera-weekly-epidemiological-report-epi-week-8-19-february-25-february-2024) | * Contextualize assessment
 |
| [IASC. Multi-sectoral Initial Rapid Assessment Tool. 2015.](https://interagencystandingcommittee.org/system/files/mira_manual_2015.pdf) | * Inform appropriateness of methodology
 |

* 1. Primary Data Collection

Primary data collection will include structured key informant interviews in formal and informal IDP sites in addition to host community settlements that were either affected by the flooding themselves or received high influxes of displaced people as a direct result of the flooding in Belet Weyne and Baardheere districts, based on data from situational monitoring conducted by local partners and OCHA. The target population to be assessed is flood-affected people. Primary data collection will be conducted principally face-to-face in accessible locations by REACH enumerators. In some locations, due to security, weather conditions, or other constraints, data will be collected remotely via phone interview, though face-to-face is preferable. REACH will lead training of trainers and enumerator briefing/debriefing and will conduct data cleaning daily for inconsistencies.

Given the dynamic nature of displacements from flood-affected locations, this assessment will use a purposive, non-representative sampling methodology. Field Officers and enumerators will connect with key informants with support from local and international NGO partners operating in the selected locations, relying on previous contacts in NGOs in the area. In areas of displacement, KI selection criteria will be limited to people who have been displaced due to flooding (new IDPs) and host community members with key information about the displaced population, such as gatekeepers, camp managers, and NGO staff members or healthcare professionals. In flood-affected communities themselves, KIs will be chosen based on the same overall profiles but without the distinction of recent displacement. KIs will be chosen purposively, 3-5 in each location, and this includes community leaders, representatives from women and youth groups, health workers, humanitarian workers, religious leaders, camp managers, minority group members and people with disabilities who have information about the recently displaced population, if relevant. Gender equity across both enumerators and respondents will be explicitly prioritized, to the best of recruitment abilities.

Based on a structured questionnaire endorsed by ICCG, with inputs from REACH, UNOCHA, and Clusters, enumerators will ask KIs a limited number of questions related to shelter and non-food items (SNFI); education; food security; camp management; health and nutrition; protection; water, sanitation, and hygiene (WASH); accountability to affected populations (AAP); movement intentions; and access constraints.

* 1. Data Processing & Analysis

All submissions will be checked for internal inconsistencies and submitted information will be cross-checked with available secondary data on assessed sites. GPS coordinates would be taken at each assessed location for site verification and to avoid duplication. If interview is conducted remotely, GPS coordinates will not be taken but location information will be established using coordinates known from OCHA administrative databases for further spatial analysis. Follow-up will be conducted with enumerators and KIs for all locations where discrepancies or issues were discovered. REACH Field Officers will submit raw datasets to the assessment team daily, and REACH data officers will clean the data based on follow-up responses. All personally identifiable information of the interviewees will be cleaned in accordance with [REACH data cleaning guidelines for structured data](https://www.impact-repository.org/wp-content/uploads/2020/05/IMPACT_Data-Cleaning-Guidelines_FINAL_To-share-1.pdf). Changes to the data will be logged.

Analysis of the RNA findings will utilize consensus methodology. A minimum of 3 KIs will be interviewed per site, whose responses to each question will be aggregated to obtain a single, triangulated response per site. For single-choice questions, responses of different KIs reporting on the same site will be aggregated by mode (most frequent response). For example, if for a given question 1 KI responds “no” and 2 KIs respond “yes”, the aggregated response for the site is “yes”. When there is no consensus between a majority of KIs, responses will be coded as "No consensus" (NC). For single option indicators, results are presented as number of sites and reported at district level. For select multiple, all KI responses are retained at the site level. Results are presented as number of sites where KIs reported X (X being the aggregated site level result as described above). For integer responses, the median is taken at the site level across the KIs, and at the district level, the average of the medians is aggregated across the sites, unless otherwise stated.

Data from the RNA will be analysed and reported at the assessed area level in order to produce an output that provides actors with an update on the humanitarian situation following the flooding, as it relates to specific Cluster and inter-Cluster coordination. The KOBO collection tool will be translated into Somali language so that data can be accurately captured by enumerators.

* Continuous variables (e.g. %, #): average across all entries
* Categorical variables (select multiple, select one): most commonly reported responses on a district-assessed level
	1. **Limitations**

Many areas may remain inaccessible due to floodwaters, so in-person data collection will be restricted to areas with recently displaced people or those locations which have less severe flooding for the safety of enumerators, and where remote data collection is not possible. Therefore, it may be impossible to access key informants still living in the worst-affected areas, so there may be a selection bias of informants with the means to move and the reported magnitude of need may therefore be less than the actual scale of need. In our enumerator recruitment, we are emphasizing enumerator gender balance, which will help to expand gender equity in KI selection. However, due to the profiles of KIs, such as camp managers and religious leaders, most KIs are often men. We will endeavour to achieve a gender balance in KI recruitment, but this may be a limitation. The rapid timeline of the assessment will compress collection and validation activities, though not sacrificing data protection safeguards, so some data may need to be removed if unable to be validated efficiently, thereby reducing the sample size. Overall, the findings of the assessment will have to be contextualized by the rapid need for information at the start of the crisis, with the possibility of more thorough, representative assessments in future research cycles on the crisis.

# 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 | The assessment will include questions regarding their areas of living before and after displacement and perceived conditions in those area and their movement intentions. Such questions may be stressful for respondents given past traumatic events or emotional responses to displacement and conditions in areas of living before displacement. To minimise the impact, respondents will be informed prior to the interview that such topics will be asked about during the survey and will be informed that they can terminate the interview at any point should they so wish (informed consent). In addition, questions on sensitive topics will be phrased appropriately and will be strictly limited to the extent necessary but sufficient to answer the research questions. Furthermore, the training delivered to enumerators prior to data collection will include a do-no-harm component to avoid re-traumatisation, including a section on linkages to referral pathways for protection services. |
| … 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 | IDPs are vulnerable as per their displacement history and current living conditions. KIs may be living with a disability, survivors of protection incidents etc. Data protection standards will be applied diligently to protect respondents’ identity, and the protection of vulnerable groups will be a central tenet applied to the design of the survey instrument. Furthermore, the training delivered to enumerators prior to data collection will include a do-no-harm component to avoid re-traumatisation |
| … Follows IMPACT SOPs for management of **personally identifiable information**? | Yes |  |

# Roles and responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Description** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| Research design | *Assessment Officer* | *Assessment Officer* | *Data Officer, GIS Officer, Research Manager, Somalia IMAWG focal points* | *Country coordinator* |
| Supervising data collection | Field Officer | Assessment Officer | Data Officer, Research Manager | Country coordinator |
| Data processing (checking, cleaning) | Data Officer | Assessment Officer | Field Officer, IMPACT RD & Data Unit, Research Manager | Country Coordinator |
| Data analysis | Data Officer, Assessment officer | Assessment Officer | IMPACT RD & Data Unit, Research Manager | Country coordinator |
| Output production | Assessment Officer, GIS officer | Assessment officer, Research Manager | IMPACT RD & Data Unit, Research Manager | Country coordinator |
| Dissemination | Assessment Officer | Assessment officer, Research Manager | IMAWG focal person, research manager | External stakeholders |
| Monitoring & Evaluation | Assessment Officer | Assessment officer | Research manager | IMPACT RD & Data Unit, country coordinator |
| Lessons learned | Assessment Officer | Assessment officer | *Research manager* | *Country coordinator* |

***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*

# Data Analysis Plan

Available in the IMPACT repository

#### Annex 1: DATA CLEANING STANDARD OPERATING PROCEDURES

**2024 Gu Rapid Needs Assessment (RNA)**

**Data Cleaning Standard Operating Procedures**

## Introduction

Throughout data collection, cleaning will regularly take place to maintain the high standard of the assessment. Data cleaning and verification will take place daily. Feedback will be provided directly to REACH Field Officers (FOs) by the Senior Database Officer. Data collection for RNA 2024 will deploy a hybrid data collection model. Data cleaning will focus on identifying outliers in the data, contradictory or unlikely response options (logical inconsistencies), and suspicious patterns from enumerators. A cleaning log of all changes will be kept and will be available upon request after the REACH publication of datasets. It will be crucial for the RNA team to have supporting tools that can help us to monitor the quality of data we are receiving from the field. This document will outline the proposed data workflow and responsibilities of each team member for the Gu flooding rapid needs assessment in 2024.

After downloading the data below steps will be implemented

1. Run the R script developed to implement the required checks on the dataset. outputs of the R scripts are as follows:
	1. **Cleaning log** file that will hold all issues that need to be addressed. The question, issue, old\_value, change\_type, new\_value, check\_id, uuid, check\_binding, region, district, enum\_code will be included in the cleaning log file. So, field officers will follow flagged issues back with the raw data and see the issue in detail and then double-check it with respective enumerators and team leaders and finally fill the new value column. so that the data team can use it to replicate the old value with the new value and generate clean data.
	2. **Raw data** specific for each location will be exported so each field officer can start checking his own data and populate it to the data cleaning tools for making changes. All the daily downloads will be saved in a shared folder that everyone can access in SharePoint. Similarly, all data cleaning tools will be shared with the GIS/Data time so we can access and maintain consolidated clean data.

## Daily Data Checks & Cleaning

**Daily Responsibilities**

### Assessment Officer

1. Responsible for reviewing cleaning results daily and providing feedback to either Senior Database Officer/Field coordinator/ Field Officers.
2. In coordination with Field coordinator and field officers, communicate regarding security or logistical concerns that change sampling framework.

### Senior Data / Database Officer

1. The Senior Data Officers will be responsible for downloading, deleting, and anonymizing data from kobo daily.
2. Runs daily R data checking script with clean data, and raw data from most recent day to identify errors for Field Officers to follow up on.
3. Runs the data monitoring dashboard scripts daily, to make sure that the information in the tracker is the most updated and accurate.
4. makes final call on survey deletions.
5. Responsible for overseeing changes to sampling framework and adjusting sampling targets accordingly.
6. Responsible for ensuring daily backups of the cleaned data and that proper file naming protocol is followed for cleaned data and cleaning log.
7. Communicate all data issues, feedback, and any other data related issues to the responsible S/FO, who contacts field teams and individual enumerators to clarify any issues with the data.

### Senior/Field Officers

1. In constant communication between the data officers and individual enumerators regarding issues with data collection and data quality issues.
2. Daily checking information updated in the tracker and debriefed enumerators on any update to ensure data quality is maintained at high standards and that the target is achieved in their locations.
3. Make sure that each enumerator has uploaded their survey to the KoBo server before 5PM, or as soon as it is possible daily.
4. Ensure phones are fully charged prior to next day of data collection.
5. Ensure phones are set to the correct time and date prior to data collection. Achieved with steps below: Settings > General management > Date and time > Automatic date and time AND Use 24-hour format ON At the end of each data collection day, the field officers and team leaders will make sure that each enumerator has uploaded their survey to the KoBo server before 5PM, or as soon as it is possible. Afterwards, data will be downloaded by the Senior Data Officer daily at 7 PM the latest, removing personally identifiable data and adding unique IDs; the data team will run the R scripts that will automatically spot errors – see table 1 below. Each field officer will then receive the raw data and the cleaning log file with the identified issues on their respective data, upload to the respective folders in SharePoint. The enumerators will be expected to check and correct all uploaded data-related errors, under the supervision of the team leader and field officer; in addition, field teams will check for vertical and horizontal errors in the data, following up with the respondent, if needed. Once the field teams have made the changes, they are expected to upload fully filled clogs to SharePoint.

### Data Checking Best Practices for the Field Teams

1. When you apply a filter **REMEMBER TO CLEAR IT!!** Otherwise, you will go ahead not looking at ALL the questionnaire!
2. **Fill all** the columns under new.value column, in the cleaning log, even in cases where the new value does not change from the old value
3. **Know the tool:** only if you are fully familiar with the tool and respective skip logics will you be able to clean the dataset properly and catch logic mistakes.
4. **Spot-check enumerators** and ensure you understand the structure, logic and how questions are understood by both enumerators and respondents.
5. **Know the local context:** please use your understanding of the local context to help you catch mistakes, such as knowing that in this area of data collection it’s not possible that somebody is using a flush toilet.
6. **Whilst reviewing and cleaning the data**, both a **horizontal and vertical logic** **should be applied**.
7. **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.
8. **Vertical logic (scroll down):** with the data sorted *by enumerator,* 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.
9. During data cleaning you **should** have **pen and paper to take some notes** for the next day’s **morning briefing**. Alternatively, you can also just **use the cleaning log as briefing notes for the enumerator feedback**.
10. If providing individual feedback to one enumerator, sort your cleaning log by “enumerator”.
11. If providing feedback on a common issue appearing across enumerators, sort the cleaning log by “issue”. Keep the teams motivated!
12. Do not only flag the issues, ensure you explain why something would not make sense and articulate in which areas they have improved.

## Data Checks

This bellow table will guide you through the checks in the RScript and what should be taken for each one. In short, data checking columns mainly flag potential issues within the data. since it will be too difficult to ensure that everything aligns perfectly and logged among the different people involved in the process. This process will help us to approach issues with the same action so it will be easy for us to collaborate and speed up the process.

|  |  |  |
| --- | --- | --- |
| **Cell #** | **Issue** | **Action** |
|   | Survey time taken | Sort the time taken from Lowest to Highest or A to Z to check which surveys are filled in a short time and which surveys are filled in more extended periods.Minimum survey time = 15 minutesMaximum survey time = 60 minutes |
|   | consent | Check if there are any declined consents in the data so you can decide to take additional surveys based on your sample and delete the no consent surveys |
|   | uuid | Check for duplicated surveys in the data. |
|   | settlement\_othertype\_settlement\_othercamp\_name\_otherki\_role\_otherki\_displacement\_status\_otherki\_settlement\_origin\_otherdifferent\_shelter\_othermaterial\_needs\_otherimpact\_flooding\_othereducation\_needs\_otherincome\_source\_otherfood\_sources\_otherhousehold\_no\_food\_othermeans\_transport\_otheraffected\_how\_flood\_othermedical\_supplies\_otherwho\_living\_othersafety\_security\_women\_othersafety\_security\_men\_otherbarriers\_water\_othersource\_drinking\_water\_otherwater\_storage\_otherflood\_problems\_water\_otherproblems\_sanitation\_otherbarriers\_menstrual\_otherpriority\_needs\_otherpriority\_needs\_pwd\_otherpreferred\_communication\_otherproviding\_feedback\_otherhumanitarian\_assistance\_problems\_otherstay\_current\_location\_otherleave\_current\_location\_otherpop\_groups\_otherhumanitarian\_actors\_barriers\_othermultiple\_actors\_other | All the other checks that may need translations are listed in the left column. so please check the other options provided and recode the values that can be found from the lists and translate the others.  If translation, please do translate to English. If the value looks invalid, ask the enumerators for clarification and in case of any higher challenge, flag it to Assessment team.  |
|   | ki\_agenum\_living\_in\_locationnum\_moved\_to\_locationshelterssolidunfinishedmakeshiftdifferent\_shelterfarming\_damagescale\_livestockstock\_damage | Check for -1 from all the listed indicators, it could mean the respondent is not sure about the response or the correct value. If confirmed, the specific entries will be removed.We will also check outliers from the same  |
|   | solid,unfinished,makeshift | It is expected that more shelters would be either Makeshift or Unfinished than Solid shelters |
|   | nfi\_market\_accessible, price\_increase\_nfi | Market is in-accessible, but they are reporting increase in price commodities |
|   | latrines, functioning\_latrines | KI mentioned most common facility is improved latrines, but nobody/few people have access to a latrine |
|   | All indicators | All indicators will be checked for any similarity to ensure that data is consistent across enumerators. |

## Data collection tracking

RNA survey tracker dashboard is built to provide a live snapshot of the data collection at the region, district and KI status level. The dashboard is linked to the kobo, and it provides the numbers of submissions in the server in timely.

The tracker consists of 6 main coverage statistics.

1. Number of interviews received per KIs per settlement/district.
2. Number of interviews collected grouped by gender (male and female) respondents.
3. Number of surveys per enumerator received per base.
4. Number of deleted interviews per base and per enumerators.
5. Overall number of surveys collected per district against the sample size.

The purpose of enumerator tracker would be to track enumerators’ productivity. The Data Officer will generate this tracker based on number of surveys per enumerator per day, average number of data cleaning issues per enumerator, enumerators following suspiciously similar survey paths. This will be closely monitored and tracked. If the trend of the enumerator is consistently poor, putting the data quality at risk, an update will be provided daily.

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