

# Research Terms of Reference

Area-Based Response to Informal Settlements in Urban Contexts

AFG2303

Afghanistan

Feb 2023

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>	BHA				
<b>Project Code</b>	02FIB				
<b>Overall Research Timeframe</b>	01/02/2023 to 30/08/2024				
<b>Phase 1. Settlements-Based Assessments in ISETs and their host communities (Mapping)</b>	1. Start to collecting data: 09/07/2023		4. Data sent for validation: 17/08/2023		
	2. Data collected: 30/07/2023		5. Outputs sent for validation: 27/08/2023		
	3. Data analysed: 17/08/2023		6. Outputs published: 10/09/2023		
<b>Phase 2. Settlements-Based Assessments in ISETs and their host communities (Profiling)</b>	1. Start collecting data: 13/08/2023		4. Data sent for validation: 27/08/2023		
	2. Data collected: 20/08/2023		5. Outputs sent for validation: 10/09/2023		
	3. Data analysed: 31/08/2023		6. Outputs published: 28/09/2023		
<b>Phase 3. Feedback Workshops with the affected communities</b>	1. Start collecting data: 19/11/2023		4. Data sent for validation: 02/12/2023		
	2. Data collected: 25/11/2023		5. Outputs sent for validation: 09/12/2023		
	3. Data analysed: 02/12/2023		6. Outputs published: 17/12/2023		
<b>Phase 4. Community-Based Monitoring Tool</b>	1. Start collect data: TBD		4. Data sent for validation: TBD		
	2. Data collected: TBD		5. Outputs sent for validation: TBD		
	3. Data analysed//tool developed jointly with the consortium partners: TBD		6. Outputs published: TBD		
<b>Number of assessments</b>	<input checked="" type="checkbox"/> Single assessment (one cycle): four phases of the same research cycle				
	<input type="checkbox"/> Multi-assessment (more than one cycle)				
<b>Humanitarian milestones</b> Specify <b>what</b> will the assessment information and <b>when</b> e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;	<b>Milestone</b>	<b>Deadline</b>			
	<input type="checkbox"/> Donor plan/strategy	_ _ / _ _ / _ _ _ _			
	<input checked="" type="checkbox"/> Inter-cluster plan/strategy	No set deadline			
	<input type="checkbox"/> Cluster plan/strategy	_ _ / _ _ / _ _ _ _			
	<input type="checkbox"/> NGO platform plan/strategy	_ _ / _ _ / _ _ _ _			
<input checked="" type="checkbox"/> Consortium: REACH, ACTED, NRC	No set deadline				

Audience Type & Dissemination	Audience type	Dissemination	
Specify <b>who</b> will the assessment inform and <b>how</b> you will disseminate to inform the audience	<input checked="" type="checkbox"/> Strategic <input checked="" type="checkbox"/> Programmatic <input checked="" type="checkbox"/> Operational <input type="checkbox"/> [Other, Specify]	<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)  <input checked="" type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at the next cluster meeting  <input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting)  <input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)  <input checked="" type="checkbox"/> Area-Based Response Community Centers	
Detailed dissemination plan required	<input type="checkbox"/> Yes (TBD)	<input checked="" type="checkbox"/> No	
General Objective	To promote community-led coordination and collaborative localised response through supporting Community Center planning with evidence-based information on the immediate and long-term local community needs, capacities, and gaps in service provision at the sub-urban level.		
Specific Objective(s)	<ol style="list-style-type: none"> <li>1. To re-map out the perceived boundaries of each urban neighbourhood (gozars) and informal settlements (ISETs) as well as their shared resources and social structures within Kunduz &amp; Mazar-e-Sharif.</li> <li>2. To map out the key infrastructure available (electricity, water points and systems, healthcare facilities, mosques, community centres, schools, roads and markets) and needs for its rehabilitation within the targeted neighbourhoods.</li> <li>3. To identify the estimated numbers of persons of population groups of concern, including Internally Displaced People (IDPs) be that protracted, recent or prolonged, IDP or cross border returnees as well as vulnerable groups such as female headed households, people with disabilities and child headed households, among others.</li> <li>4. To identify major stakeholders and assess their capacities for providing basic services and assistance within assessed urban centers and surrounding informal settlements.</li> <li>5. To identify the community leadership structures through which implementing partners will engage to ensure localizing the coordination response and strengthening of local coordination mechanisms.</li> <li>6. To identify the priority needs of displaced and host community populations at the household level in terms of protection, shelter, WASH, ES/NFI, food security, education, market access, livelihoods, agriculture and small business opportunities within assessed urban centers and surrounding informal settlements both for immediate assistance and for encouraging long-term durable solutions.</li> <li>7. To identify household-level barriers that affect residents' ability to access basic services as well as the ways for improving quality service delivery</li> <li>8. To identify the presence of local hazards (flooding, earthquakes) and unexploded ordinance.</li> <li>9. To identify the main barriers around community cohesion and long-term integration for ISETs populations</li> </ol>		

<p><b>Research Questions</b></p>	<ol style="list-style-type: none"> <li>1. What are the territorial boundaries of gozars and informal settlements (ISETs) in the two urban centres (Mazar-e-Sharif and Kunduz) that are recognized by the community representatives?</li> <li>2. What is the estimated number of overall population living in the two urban centres, including estimates of host community and displaced populations as well as estimated numbers of other vulnerable groups?</li> <li>3. What are the vulnerability characteristics of the population living within the identified geographies?</li> <li>4. What is the location of key infrastructure and basic services (protection, shelter, WASH, ES/NFI, food security, education, market access, livelihoods, agriculture and small business WASH, healthcare, education, markets, shelter) within the identified geographies and how accessible are these facilities to the surrounding populations?</li> <li>5. Who are the main local stakeholders, community leaders, and service providers within the identified geographies and what are the characteristics of how these structures interact with each other and the wider community?</li> <li>6. What are the capacities of the existing service providers and how well do services address the needs of the population?</li> <li>7. What are the main environmental and public services concerns of the population living in the assessed area?</li> <li>8. Are there environmental concerns that contribute to vulnerabilities or affect service access? Are there environmental or protection concerns that contribute to vulnerabilities or affect service access? including the prevalence and distribution of local hazards such as flooding, earthquakes and unexploded ordinance in the study area?</li> <li>9. What are the economic characteristics of populations living in these locations and what are the barriers to employment opportunities faced by specific population groups (gender, displacement status, vulnerability etc.) within the identified geographies?</li> <li>10. What are the priority needs of the populations living in ISETs and surrounding gozars to inform immediate assistance and long-term durable-solutions?? What are the primary needs and immediate assistance required by the populations living in ISETs and surrounding gozars over the long term? What are the capacities of communities interacting with new and existing community centres to monitor the effectiveness of area-based assistance activities being implemented in their own communities and what are the findings communities present on the effectiveness of these programs? What are the main barriers to community cohesion and long-term integration for populations living in ISETs?</li> </ol>
<p><b>Geographic Coverage</b></p>	<p>Kunduz city, Kunduz province Herat city, Herat Province Mazar-e-Sharif City, Balkh Province Jalalabad city, Nangahar province</p>
<p><b>Secondary data sources</b></p>	<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="#">Informal Settlement Assessment Factsheet Booklet of multi-cluster&amp;COVID-19 analysis, Round 2, December 2020</a></li> <li>• IOM, <a href="#">Afghanistan: Informal Settlements Infosheet, Round 9, October - December 2019</a></li> <li>• <a href="#">CCCM WG, Guidance on the definition and categorization of informal settlements in Afghanistan, November 2022 (unpublished)</a></li> <li>• <a href="#">UNOCHA, Afghanistan Humanitarian Response Plan 2022</a></li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="#">REACH, Area Based Response to Informal Settlements in Urban Areas Round 1, December 2021; and Round 2, January 2022</a></li> <li>• <a href="#">CCCM WG, Factsheets of Informal Settlement Profiling for Kandahar, Jalalabad and Mazar, September 2022</a></li> </ul>					
<b>Population(s)</b>	<input type="checkbox"/>	IDPs in camp	X	IDPs in informal sites		
<i>Select all that apply</i>	X	IDPs in host communities	X	IDPs		
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites		
	<input type="checkbox"/>	Refugees in host communities	<input type="checkbox"/>	Refugees		
	X	Non-displaced (hosting)	X	Non-displaced (not hosting)		
	X	Returnees	<input type="checkbox"/>	[Other, Specify]		
<b>Stratification</b> <i>Select the type(s) and enter the number of strata</i>	X	Geographical #: 2 urban centers (Kunduz, Mazar-e-Sharif) Population size per strata is known? X Yes <input type="checkbox"/> No	X	Group #: IDPs in informal sites and Non-displaced (hosting) Population size per strata is known? <input type="checkbox"/> Yes X No	<input type="checkbox"/>	[Other Specify] #: __ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Data collection tool(s)</b>	X	Structured (Quantitative)	X	Semi-structured (Qualitative)		
	<b>Sampling method</b>		<b>Data collection method</b>			
<b>Mixed methods data collection tool # 1</b> <i>Settlements-Based Assessments in ISETs and their host communities (Mapping)</i>	X	Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]	<input type="checkbox"/> Key informant interview (Target #):_____ <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Focus group discussion (Target #): ____ X Mapping Focus Group Discussion (MFGD) (Target #): 92 MFGDs			
<b>Structured data collection tool # 2</b> <i>Settlements-Based Assessments in ISETs and their host communities (Profiling)</i>	X	Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]	X Key informant interview (Target #):≈ TBD but estimated to be around 1,356. <input type="checkbox"/> Group discussion (Target #):_____ <input type="checkbox"/> Household interview (Target #):_____ <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____			
<b>Semi-structured data collection tool # 3</b> <i>Feedback Workshops with the affected communities</i>	X	Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]	<input type="checkbox"/> Key informant interview (Target #):_____ X Feedback Workshops (Target #): 4 across 2 Nahyas <input type="checkbox"/> Household interview (Target #): <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____			

<b>Semi-structured data collection tool (s) # 4</b> <i>Community-Based Monitoring Tool development</i>	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #):_ _ _ _ _ <input type="checkbox"/> Individual interview (Target #):_ _ _ _ _ <input checked="" type="checkbox"/> Group discussion (Target #): <input type="checkbox"/> Community-Based Monitoring exercise (Target #): TBD ACTED	
<b>The target level of precision of probability sampling</b>	N/A		N/A	
<b>Data management platform(s)</b>	<input checked="" type="checkbox"/> IMPACT	<input type="checkbox"/>	UNHCR	
	<input type="checkbox"/> [Other, Specify]			
<b>Expected output type(s)</b>	<input type="checkbox"/> Situation overview #: _ _	<input type="checkbox"/> Report #: _ _	<input type="checkbox"/> Profile #:	
	<input checked="" type="checkbox"/> Presentation (Preliminary findings) #: 1	<input type="checkbox"/> Presentation (Final) #: _ _	<input checked="" type="checkbox"/>	Factsheet #: 2 city level factsheets for ISETs and surrounding gozars and 2 community feedback workshop factsheets
	<input type="checkbox"/> Interactive dashboard #: _	<input type="checkbox"/> Webmap #: _ _		
	<input checked="" type="checkbox"/> Datasets #: 2 datasets: 1 infrastructure data points (phase 1) and 1 community profiling KI dataset (phase 2)	<input checked="" type="checkbox"/>	Map #. 23 Nahiya level maps (phase 1)	
<b>Access</b>	<input checked="" type="checkbox"/>	Public: top line findings for instance key finding presentations and Nahiya level maps (available on REACH resource center and other humanitarian platforms)		
	<input checked="" type="checkbox"/>	Restricted: programatic maps and datasets. (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>	USAID, REACH, ACTED, Norwegian Refugee Council (NRC)			

## 2. Rationale

### 2.1. Rationale

In Afghanistan, humanitarian stakeholders have been navigating the landscape of an enduring, protracted conflict spanning more than four decades, with the takeover of the Taliban as the De facto Authorities (DFA) and recurrent natural disasters. Humanitarian and development actors must work together to shift from an emergency lifesaving response in lure of the collapse of the previous government, to enduring and sustainable activities. These endeavours encompass a range of objectives, including the enhancement of infrastructure, the bolstering of livelihood security, and the facilitation of access to

essential services. Central to these endeavours is the dual aim of improving the quality and non-discriminatory delivery of services while fostering participatory engagement of stakeholders at the community level.<sup>1</sup>

According to the 2023 Afghanistan Humanitarian Response Plan, the country is facing a dire humanitarian crisis, with 28.3 million people in need of urgent assistance.<sup>2</sup> The crisis has been exacerbated by a combination of factors, including a prolonged drought, ongoing economic crises, and a sharp decline in economic growth.<sup>1</sup> These challenges have made it difficult for the local population to access basic services, particularly health services, leading to widespread suffering and hardship.<sup>3</sup>

Moreover, Afghanistan is highly vulnerable to natural disasters, including earthquakes, floods, and landslides, which further exacerbate the already dire humanitarian situation. The collapse of the previous government has also had a significant impact on the country's humanitarian needs. Direct international development assistance, which previously accounted for 75% of public expenditures, including the maintenance of the public health system, has been suspended.<sup>3</sup> As a result, nearly a million and a half people have lost their jobs, and the people have experienced a surge of humanitarian needs across the country.<sup>4</sup>

The absence of development activity has also led to a reversal of recent gains, as evidenced by the upsurge of humanitarian needs across Afghanistan. The Afghan people are experiencing significant hardships and challenges, including food insecurity, lack of access to clean water, and limited access to healthcare. The situation is particularly dire for women and children, who are disproportionately affected by the crisis.<sup>5</sup>

While numerous ISETs have arisen within the confines of major urban centers in Afghanistan, and despite their dynamic evolution over time, an insufficient comprehension persists regarding the primary factors influencing the vulnerability experienced by their inhabitants. Given the scarcity of comprehensive local-scale assessments conducted in recent years, it becomes imperative to expand the scope of knowledge pertaining to the principal challenges and opportunities entailed in addressing the needs of rapidly expanding urban centers in Afghanistan.

## **2.2. Impact:**

For a sustainable response to local urban community needs it is essential to ensure an effective humanitarian coordination mechanism and an information exchange system at the early recovery stage. In ABR (I) four phases were covered including MFGDs, KIIs, Household interviews (HHI), and consultation with the local communities to understand the area-based response dynamics of key four urban cities. As a role on from this, the current activities aim to build on the activities previously conducted supporting the ongoing activities of the existing community centers and additional establishment of two new community centers. The implementation of the area-based response (ABR) approach, which prioritizes territorial units as the primary entry point instead of focusing solely on specific humanitarian sectors, holds the potential to achieve two key objectives. Firstly, it allows for the consolidation of humanitarian issues and response mechanisms within local planning frameworks. Secondly, it facilitates the seamless integration of vulnerable populations residing in ISETs into the pre-existing service delivery networks of major host cities.

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<sup>1</sup> [World Bank. \(2022\). AFGHANISTAN DEVELOPMENT UPDATE: ADJUSTING TO THE NEW REALITIES.](#)

<sup>2</sup> [USAID. \(2023\). Where we work: Afghanistan. / Afghanistan Humanitarian Needs Overview \(2023\)](#)

<sup>3</sup> [United Nations Office for the Coordination of Humanitarian Affairs. \(2023\). Afghanistan Humanitarian Response Plan.](#)

<sup>4</sup> [ILO. \(2022\). Rapid assessment: ILO estimates underscore Afghanistan employment crisis.](#)

<sup>5</sup> [World Food Program. \(2023\). Emergency: Afghanistan Emergency.](#)

Therefore, through utilising an area-based approach, consortium partners- under REACH' s lead, ACTED and NRC - will promote holistic service provision, strengthen evidence-based local planning, and improve coordination between humanitarian actors, local stakeholders, and beneficiaries. ACTED and NRC will continue sustainable coordinated mechanisms to address humanitarian and socio-economic vulnerabilities from the existing five community centres already established in Mazar-e-Sharif, Jalalabad, Kunduz, and Herat cities. Additionally, two new community centers will be established in Mazar-e-Sharif, Nahya 10 and Kunduz City, Nahya 8. In turn REACH research will inform the location of Community Centers as well as profile communities needs and vulnerabilities, available capacities and major stakeholders involved in the range of humanitarian and longer-term interventions in each community.

## **3. Methodology**

### **3.1. Methodology Overview**

Activities implemented under this project will follow a community-integrated area-based approach and will include four major phases:

#### **Participatory Mapping:**

To ensure a comprehensive understanding of the existing structure and capacities of informal communities in Kunduz and Mazar-e-Sharif, REACH will conduct participatory mapping focus group discussions (MFGDs) with the participation of community leaders, women leaders, and other key stakeholders. The MFGDs will identify multi-sectoral needs, assess the vulnerability of the affected population, and identify service gaps. New assessments will only be carried out in the two urban centres mentioned to set up two new community centers, and the rest will be covered for a follow up on the existing activities.

REACH will be providing data-driven information to support Acted and NRC's work in assessing the conditions and needs of those living in and around ISETs. They will use a standardized MFGD tool to map and profile the new ISETs and surrounding areas. The objective is to produce outputs to assess the conditions and needs of those living in and around ISETs. The data collected will be used for a localized and collaborative response planning, informing the consortium decision making, whilst at the same time creating a settlements-based coordination platform for all organizations working in these areas, for a standardized and coordinated local response. The data from the assessment will take the form of 1 map per ISET or Nahiya, with infrastructure and boundaries added by participants, as well as quantitative datasets corresponding to each map. The Kobo Tool will be used to enter quantitative data on infrastructure points and characteristics, collected from recordings of the conversations and a qualitative analysis will be completed using the [DSAG](#).<sup>6</sup> This method will inform each of the objectives to provide evidence-based information on immediate and long-term local community needs, capacities, and gaps in service provision at the sub-urban level.

REACH will involve and mobilize community leaders and women representatives from gozars and informal settlements to participate in MFGDs using contact lists obtained from field team. The men mapping exercise will involve 8-12 participants, while the women mapping exercise will involve 6-8 participants. Participants invited will be community leaders/representatives and women representatives who have first-hand knowledge of the area they reside in.

To ensure diverse perspectives, each MFGD will include representatives from different gozars and informal settlements within each Nahiya. REACH will conduct four MFGDs in gozar with host and IDP population groups, two with host community leaders (men and women) and two with IDPs (mixed and integrated) with both one with women representatives and one with men representative for each Nahiya. If the number of gozars exceeds 30 in a Nahiya, two additional MFGDs will be conducted with the hosts disaggregated by gender groups to ensure representation.

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<sup>6</sup> [ABR data saturation and analysis grid \(DSAG\)](#)

The MFGDs with gozar communities (men and women) will take place first in the Nahiya, followed by the MFGDs with ISET communities (men and women representatives). Before the MFGDs, REACH will perform a secondary data review to identify existing maps at the Nahiya level presenting community boundaries.

MFGDs will be moderated by a facilitator and a note taker. With participant consent, the discussion could be recorded for retrospective checks. Three sets of data will be collected: maps, paper-based qualitative data to be analysed using DSAGs, and paper-based quantitative data, which will later be transcribed into KoBo for analysis. A simplified brief Kobo tool will be developed to complement the transcript and help systematically record information on the mapped landmarks. The research will result in three products: 1) dataset of location points (including data from Mazar and Kunduz), 2) city level publishable maps, and 3) complete DSAG reports.

After obtaining consent from all participants and reaching consensus on the MFGD rules, the facilitator will lead a familiarization activity to help participants navigate the corresponding Nahiya reference map. The facilitator will then guide participants to cooperatively discuss and map the main Nahiya landmarks, and ISET/gozar boundaries using the proposed questions and associated probes on the tool, allowing the conversation to be led by the participants.

Following standard practice, facilitators and transcribers will complete a debrief form after each mapping exercise to fine-tune the question route, understand group dynamics, improve MFGD setup, and ensure quality data collection.

#### **Profiling (Key Informant Interviews (KIIs) with community leaders):**

To develop a comprehensive profile of each targeted city, including Kunduz and Mazar-e-Sharif, REACH will conduct key informant interviews (KIIs) with well-informed representatives of each local community, including both male and female community representatives. The KIIs will provide essential information on population demographics, displacement trends, availability of services, access barriers, protection concerns, community leadership structures, and priority needs. Community leaders and key informants of each ISET and gozar will speak on behalf of their fellow community members to provide information on access to services and multi-sectorial community needs.

REACH will conduct at least three interviews per gozar and per ISET with a target of 1356 KIIs in two urban centers. The KII survey will be a structured interview conducted on Kobo, similar to the household surveys (HHs). To ensure a gender perspective is included in the data collected, REACH will conduct at least one of the three KIIs with a female community representative. However, to account for the heterogeneity of communities, additional interviews to the targeted will be conducted with KIIs representing diverse backgrounds, including gender and age.

At the beginning of KIIs, enumerators will check their consent to participate and test their ability to represent the general perspective in the community by asking how long they have been living in the community, if they interact with a range of community members from different backgrounds, and if they feel knowledgeable enough to participate in the survey on behalf of their community.

The information from all KIIs will be weighted by the number of interviews conducted in each site (ISET or gozar), and results will be analysed at the site, nahiya, city and ISET level disaggregated by settlement type: ISET or gozar. KIIs will be asked to speak about the experiences of all populations within the community regardless of their displacement status or demographics (ethnicity, gender, or age). The Kobo tool designed by REACH assessment officers will collect information from KIIs through a structured interview. The questions will be designed to collect information at the site (ISETs) community level.

#### **Feedback workshops:**



Together with Acted and NRC, REACH will facilitate feedback workshops with the affected communities to develop priority data-driven programs specifically designed for the new targeted ISETs using an area-based approach. The workshops will provide community committees with the opportunity to directly identify their main sectoral concerns and validate the external data gathered from the profiling assessments. This will enable community committees, in coordination with local actors, to follow and ensure that assistance activities are relevant and aligned with the identified priorities.

The output of the workshop will be a guiding document for a structured response, ensuring that assistance activities are relevant and aligned with identified priorities. The output of these workshops, in the form of short factsheets, will serve as critical advocacy tools for external advocacy and dissemination among exogenous humanitarian actors and coordination bodies. The expected output is 2 x 1 short factsheet per community feedback workshop for each new area of intervention.

### Community-led monitoring:

To ensure accountability and participatory emergency response in the ABR-targeted locations, REACH will facilitate community-led monitoring exercises using the outputs of the community feedback workshops as a baseline to track how needs have been evolving and how assistance is being delivered in the ABR-targeted locations. The monitoring will inform ongoing small-scale program adaptation and flag where changes in the context or needs are significant enough to warrant a fully updated profiling of ISETs and the surrounding areas using the SA methodology. REACH will develop the tool and methodology for the monitoring exercise in partnership with ACTED and NRC, beginning with inclusive focus group discussions with community members and CICs. The ultimate goal is for communities to feel empowered to develop and promote their own advocacy outputs for a more sustainable and accountable intervention in the long term.

Table 1. Overview of data collection methods

Data collection method	Herat city	Mazar-e—Sharif city (and surrounding urban area)	Kunduz city	Jalalabad city	Target Overall
Participatory mapping interviews (MFGD)	N/A	68	24	N/A	92
Key informant interviews (community leaders)	N/A	1116 (subject to change based on results of MFGD)	240 (subject to change based on results of MFGD)	N/A	1356 (subject to change)
Feedback Workshops with the affected communities	NA	Feedback Workshops (Target #): 2	Feedback Workshops (Target #): 2	NA	4
Community-Based Monitoring Tool	Capacity building for community committees – target TBD				TBD

### 3.2. Population of interest

Table 2. Sampling Overview

Definitions:

**Nahiya:** Nahiya is the city district level within a municipal or administrative boundary through which local services are managed and distributed.

**Gozar:** A Gozar is a sub-division of the Nahiya and is generally recognized by municipality. It has a specific number of households living in it, has streets/roads, and the community that live within the Gozar. This community that belongs to the Gozar have a shared sense of belonging to the Gozar, share the same community representative (wakil-e-Gozar), and solve problems together.

**Informal settlements:** ISETs in Afghanistan are defined as having the following main characteristics:

**Shelter is sub-standard** (critical shelter)

**Lack secure tenure** for their shelter and/or tenure recognized as informal.

**Perception of site as informal or unplanned** by government and/or wider community presence of IDPs and displaced populations.<sup>7</sup>

Mazar-e-Sharif MFGDs								
S #	Nahiyas	# of Gozars	# of Separated ISETs	MFGDs				Total MFGDs
				Host men	Host women	IDPs (Mixed) men	IDPs (Mixed) women	
1	PD 1	15	0	1	1	1	1	4
2	PD 2	5	0	1	1	1	1	4
3	PD 3	6	0	1	1	1	1	4
4	PD 4	47	0	2	2	1	1	6
5	PD 5	41	6	2	2	1	1	6
6	PD 6	19	0	1	1	1	1	4
7	PD 7	24	1	1	1	1	1	4
8	PD 8	31	2	2	2	1	1	6
9	PD 9	35	0	2	2	1	1	6
10	PD 10	24	0	1	1	1	1	4
11	PD 11	14	6	1	1	1	1	4
12	PD 12	24	2	1	1	1	1	4
13	Dashte Shor	N/A	0	1	1	1	1	4
14	Joy Hajar	N/A	8	1	1	1	1	4

<sup>7</sup> [Definition and Typology of ISETs in Afghanistan \(2022\) \(unpublished\)](#)

15	Nasaji	N/A	7	1	1	1	1	4
<b>Total</b>	<b>12</b>	<b>285</b>	<b>32</b>	<b>19</b>	<b>19</b>	<b>15</b>	<b>15</b>	<b>68</b>

**Mazar-e-Sharif KII (estimated - to be revised using MFGD demographic data)**

S #	Nahiyas	# of Gozars	# of Separated ISETs	Approximate # of HH (Mixed: Host/Integrated)	Estimated number of KII*
1	1	15	0	763	45
2	2	5	0	0	15
3	3	6	0	169	18
4	4	47	0	191	141
5	5	41	6	633	141
6	6	19	0	203	57
7	7	24	1	956	75
8	8	31	2	522	99
9	9	35	0	1423	105
10	10	24	0	1403	72
11	11	14	6	1239	60
12	12	24	2	1280	78
13	Dashte Shor		0	685	70
14	Joy Hajar		8	1078	60
15	Nasaji		7	1527	80
<b>Total</b>	<b>12</b>	<b>285</b>	<b>32</b>	<b>8782</b>	<b>1116</b>

\*Number of interviews will be revised after phase 1 based on new population, ISET and gozar identifications.

**Kunduz MFGD**

S#				MFGDs	Total

	# of Nahiya	# of Gozars	# of Separated ISETs	Host Male	Host Female	IDPs Male	IDPs female <sup>8</sup>	
1	PD 1	12	1	1	1	1	0	3
2	PD 2	9	0	1	1	1	0	3
3	PD 3	15	3	1	1	1	0	3
4	PD 4	7	1	1	1	1	0	3
5	PD 5	10	3	1	1	1	0	3
6	PD 6	4	1	1	1	1	0	3
7	PD 7	8	0	1	1	1	0	3
8	PD 8	6	0	1	1	1	0	3
<b>Total</b>	<b>8</b>	<b>71</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>24</b>

<b>Kunduz KII (estimated - to be revised using MFGD demographic data)</b>					
S#	# of Nahiya	# of Gozars	# of Separated ISETs	Total # of HHs (Mixed: Hosts/Integrated)	Total number of KII
1	1	12	1	5933	39
2	2	9	0	3901	27
3	3	15	3	537	54
4	4	7	1	7228	24
5	5	10	3	4560	39
6	6	4	1	2969	15
7	7	8	0	3443	24
8	8	6	0	3040	18
<b>Total</b>	<b>8</b>	<b>71</b>	<b>9</b>	<b>31611</b>	<b>240</b>

<sup>8</sup> Due to security concerns and restrictions on girls, especially in Kunduz province, conducting MFGDs with female groups from IDPs or ISETs is not possible.

The first population of interest are community leaders, including wakil-i-gozars (gozar heads) women leaders and ISET community leaders, who are knowledgeable about their respective communities. For this population, REACH will survey community leaders of each gozar and ISETs within the target area.

### 3.3. Secondary data review

#### Contextual analysis

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 KI and household questionnaires as well as provide background for the analysis of results.

Table 3. Data sources for secondary data review

Source	Document
NRC/TLO	<a href="#">Listening to Women and Girls Displaced to Urban Afghanistan, January 2015</a>
Housing, Land and Property Task Force	<a href="#">A Brief Guide to Ownership Documents in Afghanistan, July 2020</a>
FMO	<a href="#">Thematic Guide: Camps versus settlements, Anna Schmidt</a>
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>
UN-HABITAT	<a href="#">Covid-19 Vulnerability in Informal Settlements: A Case Study of an Urban IDP Community in Jalalabad, Afghanistan, June 2020</a>
Task Force on the Kabul Informal Settlements	<a href="#">Winter Assistance in the Kabul Informal Settlements, January 2016</a>
REACH	Area-Based Response Assessment and Planning Framework, Afghanistan, February 2021
<b>REACH</b>	<a href="#">Informal Settlement Assessment Factsheet Booklet of multi-cluster&amp;COVID-19 analysis, Round 2, December 2020</a>
OCHA	Pilot Initiative: Area-Based Response in Afghanistan, February 2021
IOM DTM	<a href="#">Afghanistan: Informal Settlements Infosheet, Round 9, October - December 2019</a>
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>
Global Shelter Cluster	<a href="#">Settlements Approach Guidance Note, December 2020</a>
UNOCHA	<a href="#">Afghanistan: Humanitarian Needs Overview (2021)</a>
UNOCHA	<a href="#">Afghanistan Humanitarian Response Plan 2021</a>
UNOCHA	<a href="#">Humanitarian Response Plan (2022)</a>
UNOCHA	<a href="#">Humanitarian Response Plan (2023)</a>
REACH	<a href="#">ABR round 1 ToR</a>
CCCM AFG working group	<a href="#">Definition and Typology of ISETs in Afghanistan (2022) (unpublished)</a>

## **Mapping**

To map out the gozars and informal settlements in the 2 new targeted Nahyas, REACH will review and modify the existing MFGD tool integrating the lessons learned from the previous ABR and CCCM WG assessments. The updated tool will be shared with the consortium partners, ACTED and NRC, to get their insight on the tool as well. The finalized and validated MFGD tool will be provided to the operation team to go for the data collection in the targeted location. The local administration and municipal governance will be informed about the exercise. The operation team will identify and inform the ISET leaders and wakil-i-gozars who are going to be involved in focus groups for participatory mapping.

### **3.4. Primary Data Collection**

#### **Mapping Focus Group Discussions (MFGDs)**

Through utilizing the REACH KI list from previous assessments and coordinating with the Community Centers, municipalities and other major stakeholders, ACTED and the REACH team will engage and mobilize community leaders of the gozars and informal settlements for MFGDs. A participant group of 8-12 will be involved in the MFGD with host community males or “wakili-gozars” who are most knowledgeable about the boundaries and service points as recommended by field teams themselves. The other MFGD including women displaced communities and male displaced representatives will include lower numbers 6-8 to focus better on obtaining quality qualitative data to detail service access, barriers and needs. This was decided considering lessons learned.

Using the criterion of a ‘community leader’, meaning a person who has in-depth, first-hand knowledge of what is going on in the area they reside in. The participants of each MFGD should be representatives of different gozars and ISETs within one Nahya. To include a diverse range of perspectives REACH will aim to conduct one MFGD with male community leaders and one with female community leaders for each new ISET in the Nahya. Due to social norms as well as security reasons, this time REACH will organize gender segregated MFGDs. With the current ban on female NGO, INGO and UN staff with the exception of health and education staff.

MFGDs will take place in ACTED or NRC offices, Community centers, health or education facilities or suitable community spaces such as mosques. It will be conducted by a facilitator and note-taker. With the consent of participants, the discussion will be recorded to enable retrospective checks. This quantitative and qualitative data will be recorded both on the map and in the mapping exercise transcript.

After gaining consent and reaching a consensus on the MFGD rules, the facilitator will begin by familiarizing the participants with the corresponding Nahya 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 while ensuring the participation of all attendees.

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 the set-up of MFGDs.

To allow for rapid digitization of the maps, enumerators will also be trained on a specialised KoBo tool which will be used to enter data from the paper based MFGD guide/tool.

#### **Key informant interviews (KIIs) with community leaders**

REACH will interview key informants (KIs) on the gozar and ISETs level to identify community local resources, capacities, availability of services, presence of local hazards and long-term community development priorities. In terms of access to

services and multi-sectorial community needs, community leaders of each ISET and wakil-i-gozaars will be asked to speak on behalf of the experiences of their fellow community members. The KIs will be selected from the consolidated list of community leaders and wakil-i-gozaars mapped out during phase one. At the beginning of KIIs REACH enumerators will check their willingness to participate and test their ability to represent a general perspective in the community by asking how long the KI has been living in the community if they interact with a range of community members from different backgrounds and if they feel knowledgeable enough to participate in the survey on behalf of their community.

After taking lessons learned from the previous round of ABR KII and CCCM KII assessments with ACTED and DRC, in each gozar and each ISET a minimum of 3 KIIs will be conducted. Of these interviews, at least 1 will be with a female representative from that site. Effort will also be made to conduct more interviews with an additional selection of KIs that represent diverse backgrounds, including gender and age. KIs will be asked to speak about the experiences of people with similar profiles regarding accessing services in the settlement. The KII survey will be a structured interview, conducted on Kobo.

### **Feedback Workshops with the affected communities**

Through conducting a series of consultations with the community committees, the consortium partners will develop the evidence-based programs that will be most responsive to local needs and priorities. The engagement activities will be led by ACTED and NRC community mobilization teams and will be focused on gathering qualitative information about resources available in ISETs as well as resources which need to be provided, including the overall likely funding and project duration for the proposed activities. Additional stakeholders will be invited to take part in this process, including other gozar stakeholders, youth communities and women representatives. Private sector industries will also be invited to participate if possible.

This qualitative data collection will involve the following stages:

- i. Through discussing the findings obtained over the first two phases of this research cycle, the consortium partners and local stakeholders will jointly select the key priorities for each catchment area.
- ii. Compilation of problem rankings and plenary with stakeholder representatives, local leaders and technical experts (to review problems, vote on the top four or five for feasible solutions or projects which are aimed to meet the identified key priorities, document available resources, identify relevant implementing partners, expected cost and timeline);
- iii. Organizing the final round of discussions with stakeholder representatives (to present the whole process, discuss institutional arrangements and formalization of the next steps).

To ensure the consistency and effectiveness of these exercises REACH will develop a preliminary template building upon and streamlining the Community Response Plan (CRP) guidelines piloted in the previous assessment (ABR I), REACH will facilitate feedback workshops with the community leaders to discuss the findings from the assessment first two phases of the assessment. These workshops will provide community committees with the opportunity to directly identify their main sectoral concerns and validate the external data gathered from the profiling assessments, ensuring a space for direct feedback from community members. The output of the workshop will further serve as a guiding document for a structured response. This will enable community committees, in coordination with local actors, to follow and ensure that assistance activities are relevant and aligned with the identified priorities. This will set the baseline for a monitoring exercise led and owned by the community that REACH will facilitate under the next activity called the community-based monitoring tool.

Additionally, the output of these feedback workshops, foreseen to be short factsheets merging key findings from the profiling and assessments with solutions and priorities for emergency interventions, suggested by the communities for the communities, will serve as critical advocacy tools. REACH will invest efforts into external advocacy and dissemination among exogenous humanitarian actors and coordination bodies to maximize the impact and usage of the findings for informing the local as well as broader humanitarian response planning.

## Community-Based Monitoring Tool

REACH will facilitate community-led monitoring exercises. These exercises are envisaged using the outputs of the community workshops (as well as the CRPs developed under the previous grant) as a baseline against which to track on a biannual basis how needs have been evolving and how assistance is being delivered vis à vis the set priorities. Additionally, further information gathered through community committees, ACTED's CRM, or ad-hoc assessments by the consortium or third actors, through the newly developed tools or otherwise, will be further taken into consideration for a more comprehensive analysis.

Furthermore, this monitoring exercise will be timed to align with bi-annual nationwide informal settlement profiling rounds REACH is planning to implement under external funding to ensure further data triangulation. The monitoring will serve to inform ongoing small-scale program adaptation, as well as flag where changes in the context or needs are significant enough to warrant a fully updated profiling of ISETs and the surrounding areas using the methodology. REACH will develop the tool and the methodology for the monitoring exercise will be built through participation and input from ACTED and NRC.

The members of the community centers' committee and other local community members will play a crucial role in community-led monitoring exercises. They will actively monitor and evaluate projects or programs implemented by partners that impact their lives. This approach empowers communities to have a say in decisions that affect them, promotes participatory development, and ensures that the needs and voices of local communities are heard. The user-friendly community-based monitoring tools will track project progress and hold ACTED and NRC contractors and service providers accountable for delivering on their commitments. These exercises empower local community members/CC members and help improve local service delivery, accountability, and responsiveness from other service providers, such as municipal services. This will be a collaborative and iterative process that requires input and engagement from community members and partners at all stages.

## 3.5. Data Processing & Analysis

### Data obtained from Mapping Focus Group Discussions

All of the data from maps will be digitized into a database. Firstly, Senior Project Officers (SPOs) will take photographs of maps produced during MFGDs and upload them to REACH sharepoint, where a dedicated GIS officer will have access to then digitize the information. The GIS team will gather and compile the results from all MFGDs, and analyze the data for overlapping boundaries. If a good saturation of data is found, meaning that the data collected is sufficient to capture the complexity and diversity of the phenomenon being studied, then the GIS team will proceed with mapping the area. However, if there is no data saturation, internal discussions will be conducted with field staff to further triangulate available data. This will help ensure that the data collected is comprehensive and accurate, and that the mapping exercise is as precise as possible. In line with IMPACT guidelines,<sup>9</sup> all qualitative data will be reviewed, processed, and translated into English without paraphrasing or summarising on daily basis and then analysed by the Assessment Officer using a preprepared data saturation analysis grid (DSAG).

As key data for each Gozar and ISET is to assist with the prioritization, it will initially be transcribed into two datasets (one for each targeted city) of ISET location points and demographic data using a purpose built KoBo tool aligned with the MFGD guide for fast data entry, so it can be quickly and easily shared with the consortium members and relevant partners to begin their activities. Thereafter, a full digitalization of the city maps will begin which will lead to the development of more detailed GIS products for the project needs of the humanitarian community as well as community leaders to improve the local planning process. Published city-level and nahiya maps will not contain ISET location or sensitive information relating to womens access to services given the sensitive nature of such data.

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<sup>9</sup> IMPACT Initiatives, Data Processing and Analysis Guidelines for Qualitative Data, June 2021



### **Data obtained from KI Interviews**

Data from key informant interviews will be collected using KoBo mobile data collection tools. The REACH Assessment Officer and Database Officer will conduct a daily review during primary data collection to ensure that the collection methodology is being followed by enumerators and to investigate any extreme outliers or other problematic data. They will also ensure that the sampling methodology is being carried out in accordance with the sampling plan. The Database Officer will share detailed data collection statistics with the Field and Assessment teams weekly, including the number and percentage of collected interviews for each geography and stratum. The Assessment Officer and database Officer will keep a log of any changes, including cleaning of data.

Data cleaning will be conducted by the data analysis unit, which will check for consistency, outliers, and logic in responses provided. The unit will provide feedback to team leaders and enumerators for additional clarification. Data will be stored on IMPACT Kobo accounts and will be shared with consortium partners after the removal of personally identifiable information. The data analysis team will share anonymized raw and cleaned data along with the value cleaning log with IMPACT HQ for validation.

Data analysis will be conducted by the data analysis team, which will produce clean data and frequency tables of all indicators for the locations assessed. Data will be aggregated at four different scales: city level, nahiya level, gozar level, and ISET level. After data collection is completed, the data analysis team will produce a final clean dataset and analyze the information as indicated on the DAP produced by REACH assessment officers.

Before the data is shared with consortium partners (ACTED & NRC), the data analysis team will share anonymized raw and cleaned data along with the value cleaning log with IMPACT HQ for validation. Final raw dataset and analysis results will be shared with consortium partners after removal of all sensitive and personally identifiable information, which will be used to update the ABR dataset. Additionally, the results from this assessment will be disseminated in the form of a factsheet, which will be produced at the end of all four phases.

### **Data obtained from the Feedback Workshops with the affected communities**

The local development planning phase involves holding a series of linked local workshops where different stakeholders make a plan for each new ISET. After data is collected REACH will conduct a data cleaning and formatting process to prepare the dataset for formatting through InDesign software.

### **Data obtained from the Community-Based Monitoring Exercises.**

Data obtained from the community-Based Monitoring Exercises will be used for a more comprehensive analysis informing ongoing small-scale programs adaptation as well as flag where changes in the context are needed. REACH teams will ensure during capacity building exercises with the community committees that information collected and used abides by ethical standards and best practices.

### **Output production**

As a result of the research, several types of products will be developed:

**Phase 1** - 1 dataset of location points (including data from Mazar and Kunduz), 2 city level publishable maps, 2 complete DSAG.

**Phase 2** - 1 dataset (data from Mazar and Kunduz), 2 city level factsheets

**Phase 3** - 1 preliminary findings presentation (incorporating data from Phase 1, 2 and 3), 2 short factsheets.

**Phase 4 – 1 Community-Based Monitoring Tool** (This will be developed in coordination with Acted and NRC alongside the Community Committees, using information they have collected as well as REACH's profiles and needs assessment products created as part of phases one and two and other data collected by partners and other stakeholders.)

## 4. Roles and responsibilities

Table 4: Description of roles and responsibilities

<b>Task Description</b>	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
Research design	Assessment Officer	Research Manager	GIS Officer, IMPACT HQ, Consortium members	BHA
Supervising data collection	Senior Project Officers	Assessment officer and Research manager	Consortium members	Country coordination/SMT
Data processing (checking, cleaning)	Database Officer & Assessment Officer	Database Manager & Project Manager	IMPACT HQ	Research Manager
Data analysis	Database Officer	Database Manager	Assessment Officer, IMPACT HQ	Research Manager, Consortium members
Output production	Assessment Officer	Research Manager	IMPACT HQ	Country Coordinator, Consortium members
Dissemination	Assessment Officer	Research Manager	Country Coordinator	IMPACT HQ, Consortium members
Monitoring & Evaluation	Assessment Officer	Research manager	Country Coordinator	IMPACT HQ
Lessons learned	Assessment Officer	Research Manager	Country Coordinator, Consortium members	IMPACT HQ

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

**Accountable:** the person who validates the completion of the task and is accountable for 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

Phase 1: The guide for the MFGD can be found [here](#)

Phase 2: The DAP for the KII can be found [here](#)

Phase 3: This tool remains under development

Phase 4: this tool remains under development

## 6. Data Management Plan

Administrative Data			
Research Cycle name	Area Based Response to Informal Settlements in Urban Contexts II		
Project Code	02FIB		
Donor	BHA/USAID		
Project partners	REACH, ACTED, NRC		
Research Contacts	Lara Wedding, Research Manager, lara.wedding@impact-initiatives.org Abdul Jalal, Assessment Officer, abdul.jalal@reach-initiative.org		
Data Management Plan Version	Date: 01/06/2023	Version: V1	
Related Policies	IMPACT Research Cycle Guidelines		
Documentation and Metadata			
What documentation and metadata will accompany the data? <i>Select all that apply</i>	<input checked="" type="checkbox"/>	Data analysis plan	<input checked="" type="checkbox"/> Data Cleaning Log, including: <input type="checkbox"/> Deletion Log <input type="checkbox"/> Value Change Log
	<input type="checkbox"/>	Code book	<input type="checkbox"/> Data Dictionary
	<input type="checkbox"/>	Metadata based on HDX Standards	<input type="checkbox"/> [Other, Specify]
Ethics and Legal Compliance			
Which ethical and legal measures will be taken?	<input checked="" type="checkbox"/>	Consent of participants to participate	<input type="checkbox"/> Consent of participants to share personal information with other agencies
	<input type="checkbox"/>	No collection of personally identifiable data will take place	<input checked="" type="checkbox"/> Gender, child protection and other protection issues are taken into account
	<input checked="" type="checkbox"/>	All participants reached age of majority	[Other, Specify]
Who will own the copyright and Intellectual Property Rights for the data that is collected?	IMPACT		
Storage and Backup			
Where will data be stored and backed up during the research?	<input checked="" type="checkbox"/>	IMPACT/REACH Kobo Server	<input type="checkbox"/> Other Kobo Server: <i>[specify]</i>
	<input type="checkbox"/>	IMPACT Global Physical / Cloud Server	<input type="checkbox"/> Country/Internal Server
	<input checked="" type="checkbox"/>	On devices held by REACH staff	<input type="checkbox"/> Physical location <i>[specify]</i>
	<input type="checkbox"/>	[Other, Specify]	
Which data access and security measures have been taken?	<input checked="" type="checkbox"/>	Password protection on devices/servers	<input checked="" type="checkbox"/> Data access is limited to REACH staff
	<input checked="" type="checkbox"/>	Form and data encryption on	

	<input type="checkbox"/>	data collection server			
	<input type="checkbox"/>	[Other, Specify]			
<b>Kobo Access Rights</b>					
<b>Kobo Access</b>		<b>Person</b>		<b>Account Name</b>	
View Form		Rahmat Haidari, Abdul Ahmad MUSHFIQ,		, moshfiq,	
View and Edit Form		Rahmat Haidari		mtsh	
View Form and Submit Data		Enumerators & field officers		impact_afg	
Download Data		Rahmat Haidari		mtsh	
<b>Raw Data Access Rights</b>					
<b>Raw Data Access</b>		<b>Reason</b>		<b>Person</b>	
Accountable		Accountable		Rhamat Haidari, Database Officer	
Access		Data cleaning		Rahmat Haidari	
<b>Preservation</b>					
Where will data be stored for long-term preservation?	<input checked="" type="checkbox"/>	IMPACT / REACH Global Cloud / Physical Server	<input type="checkbox"/>	OCHA HDX	
	<input checked="" type="checkbox"/>	REACH Country Server	<input type="checkbox"/>	[Other, Specify]	
<b>Data Sharing</b>					
Will the data be shared publically?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No, only with mandating agency / body	
Will all data be shared?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No, only anonymized/ cleaned/ consolidated data will be shared	
	<input type="checkbox"/>	No, [Other, Specify]			
Where will you share the data?	<input checked="" type="checkbox"/>	REACH Resource Centre	<input type="checkbox"/>	OCHA HDX	
	<input checked="" type="checkbox"/>	Humanitarian Response	<input type="checkbox"/>	[Other, Specify]	
<b>Data protection risk assessment</b>					
Have you completed the Indicators Risk Assessment table below?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No, no information that potentially allows identification of individuals is to be collected.	
<b>Risk indicator</b>	<b>Type of identification risk</b>	<b>Disclosure implications</b>	<b>Benefits</b>	<b>Class</b>	<b>Required mitigation</b>
KI name	Identification of KI	Loss of privacy	Follow up for data cleaning	B1	To be deleted immediately after data cleaning
KI phone number	Direct contact with KI	Loss of privacy	Follow up for data cleaning	B1	To be deleted immediately after data cleaning

KI interview time	Indirect identification	Loss of privacy	Follow up for data cleaning	B1	<i>To be deleted immediately after data cleaning</i>
<b>Responsibilities</b>					
Data collection	Aborihan Program Manager, aboraihan.safi@reach-initiative.org				
Data collection	Abdul Ahmad MUSHFIQ, Field Manager, ahmad.mushfiq@reach-initiative.org				
Data cleaning	Rahmat Haidari, Database Officer, rahmat.haidari@reach-initiative.org				
Data analysis	Rahmat Haidari, Database Officer, rahmat.haidari@reach-initiative.org				
Data sharing/uploading	Rahmat Haidari, Database Officer, rahmat.haidari@reach-initiative.org				

## 7. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
<b>Humanitarian stakeholders are accessing IMPACT products</b>	Equip humanitarian and community-based actors with multi sectoral data and information tools to contribute to increased evidence-based response planning / targeting and inform settlements-based inclusive and integrated service provision	Number and percent of humanitarian organizations utilizing information management services	Country request to HQ	User_log	xYes
		Number and percent of humanitarian organizations directly contributing to information products	Country request to HQ		xYes
		Number of products made available by BHA-funded information management services that are accessed by stakeholders	Country team		X Yes

**ANNEX 1: METHODOLOGY NOTES (IF RELEVANT)**

**ANNEX 2: [OTHER SPECIFY]**