Research Terms of Reference LGA Capitals Profiling Assessment NGA1701 Nigeria

28 March 2018 V3

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Ni	geria				
Type of Emergency		Natural disaster	Х	Conflic	t	
Type of Crisis		Sudden onset		Slow o	onset	□ Protracted
Mandating Body/ Agency	IS	WG				
Project Code	35	5 CYB				
Research Timeframe	1.	Start collect data: 13/03/20	18	4	. Data sent for v	alidation: 20/04/2018
Add planned deadlines (for	2.	Data collected: 13/04/2018		5	. Outputs sent fo	or validation: 30/04/2018
first cycle if more than 1)	3.	Data analysed: 20/04/2018		6	. Outputs publis	hed: 10/05/2018
Number of assessments		Single assessment (one cy	cle)			
Number of assessments	Х	Multi assessment (more that	an o	ne cycle	e)	
		Every week Devery two	we	eks □	Every month X	Every two months
		Quarterly Other [Speci	fy]			
Humanitarian milestones	M	ilestone		D	Deadline	
Specify what will the		Donor plan/strategy		_	_//	
assessment inform and when	Х	Inter-cluster plan/strategy		C	Ongoing (since th	nis is planned as the first
e.g. The shelter cluster will				rc	ound of more reg	gular monitoring whose
Revised Flash Anneal	v			S	cope may expar	nd over time)
Noviou i nuci rippoul,	Х	Cluster plan/strategy		-		
		NGO platform plan/strategy	/	-	//	
		Other (Specify):		_		
Audience Type &	Αι	udience type		D	Dissemination	
Dissemination Specify	Х	Strategic		X	General Product	Mailing (e.g. mail to NGO
who will the assessment	Х	Programmatic				
inform and how you will disseminate to inform the audience	X	Operational		a m	nd presentation of neeting	Education, Shelter and WASH) f findings at next cluster
				X C	CPresentation of fi Cluster meeting)	ndings (e.g. at HCT meeting;
				X R	(Website Dissemi Resource Centre)	nation (Relief Web & REACH
					[Other, Specify]	
Detailed dissemination		Yes		X	No	
plan required						
General Objective	Тс	support LGA-level coordina	tion	by NGC	Os through enha	nced information
	m	anagement and coordinated	ass	essmen	t activities in 6 L	GA capitals or hub towns.

Specific Objective(s)	1. To map and assess the fu LGA capitals or large hub	nction towns	ality o	of common co	m	munity infrastructure in
	 To provide an understand assessed locations 	ling o	f gap	os and challer	ng	es in service delivery in
Research Questions	A. Which common communit	y infra	astruc	cture elements	s a	are available and where,
	and what are their curre	ent co	nditio	ons (functiona	al,	partially functional, not
	functional)? B What are the main or	ane a	and o	challongos ir	n	service provision and
	infrastructure?	aps c		challenges il		service provision and
Geographic Coverage	7 towns in Borno State: Ngala, Pulk	ka, Gv	voza,	Dikwa, Mafa,	Μ	longuno, Damboa
Secondary data sources	International Organisation for Migra	ition D	Displa	cement Track	kin	g Matrix (IOM DTM);
	CCCM site tracking tool; Sector 5W	/s; RF	RM rap	pid assessme	nt	s; REACH-CWG Joint
	Cash Feasibility Assessment (Feb-	March	n 2018	8); CCCM LG	A	profiles (Feb 2018);
	CCCM camp multisector gaps analy	ysis.				
Population(s)	X IDPs in camp			OPs in informa	al s	sites
Select all that apply	X IDPs in host communities			DPs [Other, Sp	ec	ify]
	Refugees in camp			etugees in int	or	mal sites
	Refugees in nost communities			etugees [Othe	er,	Specify]
Stratification	X Coographical #17 tourna	Crow		etumees		Other Specifiel #
Select type(s) and enter	Geographical #.7 towns	Dopu	μ # Iation	 sizo por		[Other Specify] #
number of strata	ropulation size per strata	etrata	ialion is kn	n Size per		strata is known?
	(known for IDPs but not		s d N			
	host populations; host		0			
	population estimates to be					
	collected during the					
	assessment					
Data collection tool(s)	Structured (Quantitative)				a (Qualitative)
Structured data			Data	i collection r	ne	ethod
collection tool # 1.	Purposive		X Key	y informant inte	erv	iew (Target #): sweep
Infrastructure mapping	Probability / Simple random		(one f	for each type of	f in	frastructure)
tool	Probability / Stratified simple random	n	🗆 Gro	oup discussion	(T	arget #):
Select sampling and data	Probability / Cluster sampling		🗆 Ho	usehold intervi	ew	/ (Target #):
collection method and specify	Probability / Stratified cluster sampli	ng	□ Ind	dividual intervie	w	(Target #):
target # interviews	X Sweep	_	🗆 Dir	rect observatior	าร	(Target #):
			□ [Ot	ther, Specify] (Tai	rget #):
Structured data	Purposive			y informant inte	erv	iew (Target #):
collection tool # 2	□ Probability / Simple random		⊓ Gro	oup discussion	(Т	arget #):
Select sampling and data	Probability / Stratified simple random	n		usehold intervi	<u>е</u> м	(Target #):
target # interviews	Probability / Cluster sampling		□ Ind	dividual intervie		(Target #):
***If more than 2 structured					~~	(Target #):
tools please duplicate this row		ny		ther Speciful (15 Tai	(1aige: #)
and complete for each tool.					ıdl	yer #)
Semi-structured data	X Purposive		X Key	/ informant inte	rvi	ew (Target #): 1 (at least,
Humanitarian actor KI	Snowballing		more i	if possible) per	as	ssessed location
interview	□ [Other, Specify]		□ Ind	dividual intervie	w	(Target #):

Select sampling and data						Focus group dis	cuss	sion (Target #):
collection method and specify						[Other, Specify]	(Tar	aet#):
target # interviews						[,-],1	\	J ^{***} , <u></u>
Semi-structured data		Purposive				Key informant in	terv	iew (Target #):
collection tool (s) # 2		Snowhalling				Individual intervi	ow (Target #)·
Select sampling and data							C W (
collection method and specify		[Other, Specify]				Focus group dis	cuss	sion (Target #):
target # interviews						[Other, Specify] (Tar	get #):
***If more than 2 structured								
tools please duplicate this row								
and complete for each tool.								
Target level of precision		% level of confidence				+/- % margin of	erro	r
if probability sampling		_				- 0		
Data management	Х	IMPACT				UNHCR		
platform(s)								
		[Other, Specify]						
Expected ouput type(s)		Situation overview #:		Rep	ort ;	#:		Profile #:
		Presentation (Preliminary		Pres	sent	ation (Final)	Х	Factsheet #: 7
		findings) #:		#: _	_			
		Interactive dashboard #:_		Web	oma	p #:	Х	Map #: 7
		[Other, Specify] # :						
Access	Х	Public (available on REAC	H re	sourc	ce c	enter and other	hur	manitarian platforms)
		Restricted (bilateral dissem	nina	tion o	nly	upon agreed di	ssei	mination list, no
		publication on REACH or o	the	⁻ platf	orm	s)		
Visibility Specify which	R	EACH						
logos should be on outputs								

2. Rationale

2.1. Rationale

Despite the relocation of the coordination elements of the response to Maiduguri, and the refocusing of relief efforts on vulnerable populations, massive humanitarian needs in northeast Nigeria continue to grow as the conditions of civilians displaced by the violent nine-year conflict deteriorate further during the annual rainy season. The conflict between armed opposition groups (AOGs) and Nigerian and regional security forces has resulted in 7.8 million people in need of assistance in Adamawa, Borno and Yobe, the three most affected states in northeast Nigeria.¹

Considerable needs have been reported from areas formerly under AOG control that are now accessible to humanitarians, particularly in Borno state, which hosts of the majority of displaced civilians (1.3 million) and remains the epicentre of the crisis. In response to the crisis in North-Eastern Nigeria, humanitarian assistance has been recently scaling up, which has been made possible due to an increased access to LGA capitals.

It is within this context that the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) approached REACH to produce information products to enhance coordination and response at the level of LGA capitals and local hub towns. This will include the mapping of infrastructure and current humanitarian responses in these towns, in order to help partners identify infrastructure in need of rehabilitation and identify potential gaps and duplication in service provision.

¹ UNOCHA, Humanitarian Needs Overview 2018, February 2018.

3. Methodology

3.1 Methodology overview

REACH will use a mixed-methods data collection methodology developed in close coordination with OCHA and Sector leads to obtain data necessary for the town profiles.

A combination of direct observation and Key Informant Interviews (KIIs) will be used to map and assess the conditions of common community infrastructure:

- Schools
- Markets
- Health care facilities
- Water access points (e.g. wells, boreholes)
- Latrines (publically accessible latrines only, not those within households)

In addition, secondary data on security challenges, recent IDP arrivals and departures, and other notable recent events in assessed locations will be reviewed as part of the context analysis component of this assessment. This will be followed up with key informant interviews (KIIs) with humanitarian actors based in these locations, in order to better understand the major logistical and operational challenges faced by actors in each town. In addition, population estimates for IDPs and returnees from IOM DTM will be supplemented with estimates for non-displaced populations collected in each location by REACH teams.

3.2 Population of interest

REACH will specifically target LGA capitals or other large towns that are:

- 1. Secure and accessible
- 2. Have large IDP populations
- 3. Have returnee populations
- 4. Have general vulnerabilities, as identified by OCHA and sector leads

3.3. Secondary data review

At present, relevant secondary data on multi-sectoral needs in NE Nigeria can be found at, but not limited to, the following sources:

1. OCHA: Humanitarian Needs Overview, February 2018 https://www.humanitarianresponse.info/en/operations/nigeria/humanitarian-need-overview

Sources of information that will be used to identify target population and sample size are:

- 1. IOM-DTM Round XXI https://nigeria.iom.int/dtm-february-2018
- 2. UNOCHA Humanitarian Emergency Situation Reports <u>http://reliefweb.int/report/nigeria/nigeria-northeast-humanitarian-overview-september-2017</u>

Further, Humanitarian Response and Relief Web will be monitored to for pertinent information uploaded by partners, including Sector 5Ws and RRM assessments

- 1. https://www.humanitarianresponse.info/en/operations/nigeria
- 2. http://reliefweb.int/country/nga

3.4 Primary Data Collection

Data collection will take place over an estimated 6 weeks using a team of 8-10 enumerators led by a field officer and a field assistant in each assessed location.

Infrastructure Mapping and Functionality Assessment

The mapping elements of the assessment include satellite imagery analysis, participatory mapping and direct mapping by field teams. Through GPS tracking, REACH GIS team will record the locations of common community infrastructure, including:

Schools

- Health care facilities
- Markets
- Water access points (e.g. boreholes, wells)
- Latrines (publically accessible latrines only, not those within households)

In addition to GPS points for the assessed types of infrastructure, data collection teams will collect other information about these structures including: services provided (health facilities), needed medicines (health facilities), age groups served (schools), challenges faced (schools), days of operation (markets), barriers to functionality (latrines), whether water is free or paid for (water access points). Such information will be collected through a combination of direct observation and KI interviews (e.g. doctors at health facilities, heads of traders at markets, teachers or principals at schools, etc.) While some of this additional information may be displayed on the infrastructure map, it would not be possible to do so for all indicators. The information will therefore be compiled in an excel dataset that will be shared on request. Data collected in the field will be triangulated with information obtained from operational humanitarian actors, including Borno State sector leads and LGA-level coordinators.

Context analysis

For each assessed location, REACH will use available secondary data for context analysis, including IOM DTM, CCCM LGA profiles and site gaps analysis reports, and RRM rapid assessments. The analysis will include recent displacements (arrivals and departures), recent security incidents, movement restrictions to and from the town (e.g. road closures, convoy rules), movement restrictions within the town (e.g. curfews), and other notable events and conditions affecting the humanitarian response in assessed locations.

Following secondary data review, REACH data collection teams will conduct semi-structured KIIs with humanitarian actors operating in assessed locations to supplement the secondary data with additional information about the humanitarian context, including the major logistical and operational challenges impeding the humanitarian response in these locations.

2.5. Data Processing & Analysis

Infrastructure mapping data will be collected through the Kobo Collect mobile data collection platform and uploaded to the REACH Nigeria Kobo server. The REACH Database Officer will download the data from the server and check for any errors, contacting field officers for follow-up questions if necessary. For qualitative KII data, the AO will review interview notes, and will follow up with interviewers in case anything is unclear.

Following the cleaning of infrastructure mapping data and the review and follow-up on qualitative KII data, REACH GIS teams will produce an infrastructure map of each of the assessed towns by placing the GPS points on satellite imagery. In addition, secondary data on displacements, security incidents, movement restrictions, and other significant events will be triangulated with KII data on similar topics. This information will then be used to produce a one-page overview of each assessed location.

The one-page overview and the infrastructure map will together constitute the town profile document for each location, which will be a total of three pages. Following validation, a total of 7 town profiles (one per assessed location) will be uploaded to the REACH Resource Centre and disseminated via email through OCHA and the ISWG.

Component	Infrastructure type (if applicable)	Indicator / Variable
Infrastructure mapping	Health facilities	Number of health facilities
Infrastructure mapping	Health facilities	Types of health facilities
Infrastructure mapping	Health facilities	Services available at health facilities (including nutrition services: CMAM/OTP, skilled breastfeeding support, multivitamin nutrient packets)
Infrastructure mapping	Health facilities	Functionality of health facilities
Infrastructure mapping	Health facilities	Reasons for non-functionality of health facilities

Table 1: Core indicators

Infrastructure mapping	Health facilities	Most needed medical services
Infrastructure mapping	Health facilities	Most needed medicines/medical items
Infrastructure mapping	Health facilities	Unusual disease outbreaks in the past month
Infrastructure mapping	Health facilities	Access of health facilities to an improved water source
Infrastructure mapping	Health facilities	Access of health facilities to a functioning latrine
Infrastructure mapping	Water access points	Number of water access points
Infrastructure manning	Water access points	Access point type (e.g. borehole, tubewell, closed well, spring, etc.) (including whether or not the access point
	Water access points	Water point evenership status (private, public)
	Water access points	Cost of water (if private)
	Water access points	Cost of water (ii private)
		Punctionality of water points
Infrastructure mapping	vvater access points	Reasons for non-functionality of water points
Infrastructure mapping	Latrines	Number of communal latrines
Infrastructure mapping	Latrines	Functionality of communal latrines (including the presence of locks for doors)
Infrastructure mapping	Latrines	Gender segregation of latrines
Infrastructure mapping	Schools	Number of schools
Infrastructure mapping	Schools	School type (government-run, religious, etc.)
Infrastructure mapping	Schools	Age groups served by schools
Infrastructure mapping	Schools	Maximum capacity (number of pupils) of schools
Infrastructure mapping	Schools	Current number of pupils attending schools
Infrastructure mapping	Schools	Estimated number of dropouts from schools in the past 2 months
Infrastructure mapping	Schools	Functionality of schools
Infrastructure mapping	Schools	Reasons for non-functionality of schools
Infrastructure mapping	Schools	Access of schools to an improved water source
Infrastructure mapping	Schools	Access of schools to a functioning latrine
Infrastructure mapping	Markets	Number of markets
Infrastructure mapping	Markets	Davs markets are open
Infrastructure mapping	Markets	Number of traders
Infrastructure mapping	Markets	Common shortages
Infrastructure mapping	Markets	Barriers to market functionality
Context analysis (SDR + KIs)	NA	IDP, returnee, and non-displaced population estimates for assessed locations
Context analysis (SDR + Kls)	NA	Estimated displacements (arrivals and departures) in the past 2 months
Context analysis (SDR + Kls)	NA	Major security incidents and challenges in the past 2 months
Context analysis (SDR + KIs)	NA	Major logistical challenges for humanitarian actors in assessed locations in the past 2 months
Context analysis (SDR + Kls)	NA	Movement restrictions in and out of the assessed location
Context analysis (SDR + Kls)	NA	Movement restrictions within the assessed location

4. Roles and responsibilities

 Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	AO, CFP	CFP	ISWG + OCHA Borno, REACH Global Team	Donors
Supervising data collection	Senior Field Officer, AO	AO	CFP, GIS-O, Logs	ACTED CD
Data processing (checking, cleaning)	DB Officer	AO	Field Officers	CFP
Data analysis	AO, GIS-O	AO	CFP, REACH Global team, field officers	
Output production	AO, GIS-O	CFP	REACH global team, field officers, ISWG + OCHA	Donors
Dissemination	CFP	CFP	AO, GIS-O, ISWG + OCHA	Donors, REACH global team
Monitoring & Evaluation	AO, CFP	CFP	REACH global team	
Lessons learned	AO, CFP	CFP	REACH global team	

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

4. Data Collection Tools

Infrastructure mapping tools can be found here:

- Health facilities: <u>https://ee.humanitarianresponse.info/x/#Y9bz</u>
- Latrines: https://ee.humanitarianresponse.info/x/#Y9b9
- Markets: https://ee.humanitarianresponse.info/x/#Y9bK
- Schools: <u>https://ee.humanitarianresponse.info/x/#Y9bZ</u>
- Water access points: <u>https://ee.humanitarianresponse.info/x/#Y9b1</u>

5. Data Management Plan

Administrative Data		
Research Cycle name	LGA Capitals Profiling Assessment	
Project Code	35 CYB (NGA1701)	
Donor	ECHO	
Project partners	OCHA, ISWG	
Research Contacts	Tessa Richardson (tessa.richardson@reach-i	nitiative.org) – Country Focal Point
Data Management Plan	Date: 23/03/2018	Version: v1
Version		
Related Policies	None	
Documentation and Metadat	a	

What documentation and metadata will accompany the data?	Х	Data analysis plan	X	Data Cleaning Log, including: □ Deletion Log □ Value Change Log
Select all that apply		Code book		Data Dictionary
		Metadata based on HDX		Other Specify
		Standards		
Ethics and Legal Compliance	6			
Which ethical and legal	X	Consent of participants to participate		Consent of participants to share personal
measures will be taken?	_	No collection of personally identifiable		Gender child protection and other
		data will take place		protection issues are taken into account
	-	All participants reached age of	Y	All personally identifiable data will be
		maiority		deleted prior to sharing data
Who will own the	IN	PACT/ REACH will own the data and it w	vill b	pe made public
copyright and Intellectual Property Rights for the data that is collected?				
Storage and Backup				
Where will data be stored and backed up	Х	IMPACT/REACH Kobo Server		Other Kobo Server: [specify]
during the research?	Х	IMPACT Global Physical / Cloud Server	Х	Country/Internal Server
	Х	On devices held by REACH staff		Physical location [specify]
		[Other, Specify]	<u> </u>	
Which data access and security measures have	Х	Password protection on devices/servers	Х	Data access is limited to REACH staff
Deen laken?		Form and data encryption on data collection server		
		[Other, Specify]		
Preservation				
Where will data be	Х	IMPACT / REACH Global Cloud /		OCHA HDX
stored for long-term		Physical Server		
preservation?	Х	REACH Country Server		[Other, Specify]
Data Sharing				
Will the data be shared	Х	Yes		No, only with mandating agency /
publically?				body
Will all data be shared?		Yes	Х	No, only anonymized/ cleaned/
				consolidated data will be shared
Where will you share the data?	Х	REACH Resource Centre		OCHA HDX
		HumanitarianResponse		[Other, Specify]
Responsibilities			I	
Data collection	Se	enior Field Coordinator		
Data cleaning	D	atabase Officer		
Data analysis	A	ssessment Officer, GIS officer		
Data sharing/uploading	С	ountry Focal Point		

6. Monitoring & Evaluation Plan

Goal	External M&E Indicator	Internal M&E Indicator	Methodology	Focal point	Tool	Research-specific information (to be filled by country team for each research cycle/ToR)
		# of downloads of x product from Resource Center		Country request to HQ		Y
		# of downloads of x product from Relief Web		Country request to HQ		Y
Humanitarian stakeholders are	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of x product from Country level platforms	User	Country team		Ν
accessing IMPACT products	Number of individuals accessing	# of page clicks on x product from REACH global newsletter	monitoring	Country request to HQ	User_log	Ν
	IMPACT services/products	# of page clicks on x product from country newsletter, sendingBlue, bit.ly		Country team		Ν
		# of visits to x webmap/x dashboard		Country request to HQ		Ν
IMPACT activities contribute to better program implementation	Number of humanitarian	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Reference	Country toom	Deference log	HNO/HRP revision for 2019; National WASH Cluster strategy for 2018
and coordination of the humanitarian response	services/products	# references in single agency documents	monitoring	Country team	Reference_log	Partners Country Strategies
		Perceived relevance of IMPACT country-programs				
Humanitarian	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived usefulness and influence of IMPACT outputs			Usage_Feedback	
stakeholders are using IMPACT products	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by	Recommendations to strengthen IMPACT programs	Usage M&E	Country team	and Usage_Survey template	Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 20 partners
	IMPACT products	Perceived capacity of IMPACT staff				
		Perceived quality of outputs/programs				
		Recommendations to strengthen IMPACT programs				
Humanitarian stakeholders are engaged in	Number and/or percentage of humanitarian organizations directly contributing to IMPACT	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Engagement Monitoring	Country team	Engagement_log	Running log to be kept of all contributions, inputs and engagement

IMPACT programs	programs (providing resources, participating to presentations,	# of organisations/clusters inputting in research design and joint analysis		
oughout the earch cycle	etc.)	# of organisations/clusters attending briefings on findings;		