ShelterCluster.org
Coordinating Humanitarian Shelter

Monitoring & Evaluation Framework

Partner Guidance Document

Somalia - August 2015

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FIGURES & TABLES

OBJECTIVE OF THE MANUAL

The *Somalia Shelter Cluster Monitoring and Evaluation Framework Manual* was developed to improve the quality of shelter programming in Somalia, through enabling shelter actors to effectively understand monitoring and evaluation (M&E) processes and conduct M&E activities. The manual is a key support document in the larger body of Shelter Cluster documents intended to ensure common M&E methodologies. Using this manual in conjunction with other Shelter Cluster documents will leverage synergies and individual agency expertise for more effective programming and fundraising as well as collective transparency and accountability.

This manual, in a very practical way, expresses the Shelter Cluster's commitment to delivering quality services and building accountability at both the individual and institutional level. The Framework development process included the collation of Shelter Cluster documents, identification of common indicators, and integration of identified indicators into instruments either developed or refined in collaboration with the Shelter Cluster. While the M&E framework is holistic in its incorporation of external and internal processes (staffing, funding, communications etc.), this manual is not intended to be prescriptive. Rather, it builds upon existing work by Shelter Cluster and its members and is intended for use as a reference document to support planned, formative, and ongoing shelter programming. As the Shelter Cluster evolves and its methodologies are further refined, elements within this manual and framework may need to be changed accordingly.

BACKGROUND

This manual was produced in consultation with all members of the Somalia Shelter Cluster for the purpose of creating an M&E Framework that is as widely relevant as it is effective. Thanks to the generous support of ECHO, REACH developed the framework in close coordination with the Shelter Cluster Working Group. Through standardizing indicators as well as data collection, sharing and analysis procedures, this manual aims to serve as useful tool for programme developers, remote managers, project coordinators, and field level staff.

REACH's purpose is to promote and facilitate the development of information products that enhance the humanitarian community's decision-making and planning capacity, supporting and working within the framework of the humanitarian reform process. Inclusive of this project, all products and outputs are created through consultative and inclusive processes.

RATIONALE

The Shelter Cluster has long committed to purposive and effective M&E in shelter projects, and has recently built its M&E capacities. Development of an M&E framework is the next step and imperative to the future growth of the cluster and its partners. This manual is a tool for the cluster and cluster partners to develop a more systematic approach to the collection, management, and reporting of key data in order to inform and improve operational and strategic decision-making and allow for the evaluation of the outputs and outcomes of its programming.

Through a refinement of currently available tools and best practices, REACH incorporated already existing Shelter Cluster documents as a backbone to the design of the M&E system –available in **Annex 1**: Indicator Matrix . The encouraged M&E approach is intended to not only measure impact of cluster partner activities across all indicators, but also can be used as a project reporting tool to track progress and gaps.

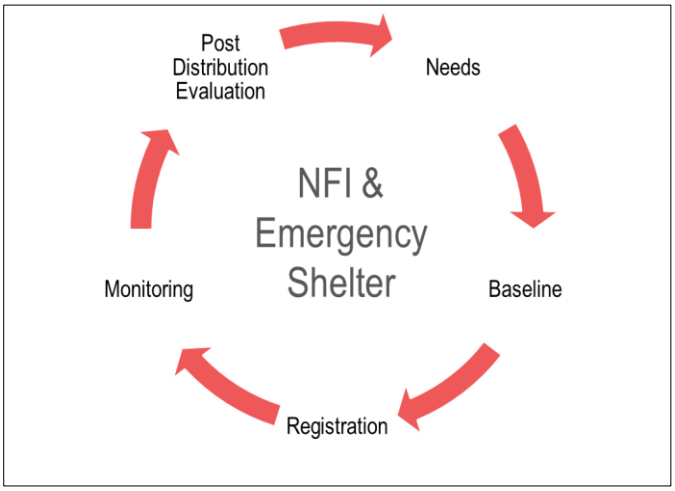
TARGET AUDIENCE

This manual is targeted toward both remote managers and regional focal points involved in the implementation of the standardized methodology employed by the Shelter Cluster. While the manual seeks to present material in a common language that all readers can follow, it is recommended that the manual be used by staff well-versed in both designing and implementing M&E systems. The manual can also be used as a resource to train staff and daily labourers in the collection of data using the cluster system, further contributing to their M&E competencies.

PROGRAMME CYCLES

The monitoring and evaluation framework is developed upon the specific programme cycle of each type of shelter intervention in Somalia. Within each of the programme cycle steps, there are indicators to be measured using specific instruments for this purpose. This section will orient the reader to each programme cycle, while the next section will discuss the ways in which the indicators at each step are measured.

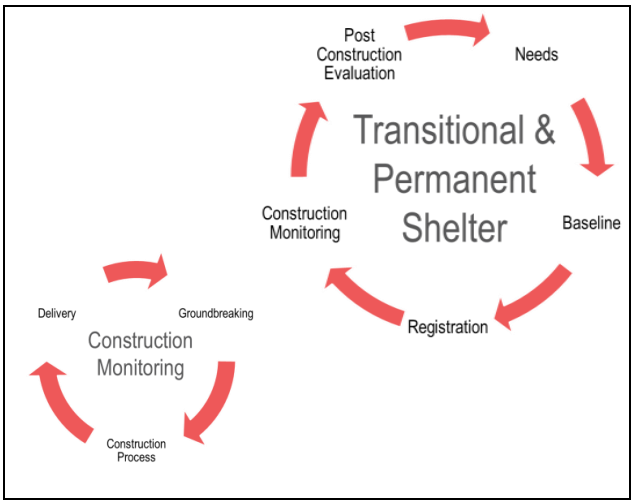
NON-FOOD ITEMS (NFI) & EMERGENCY SHELTER



The programme cycles for NFI and emergency shelter consist of a needs assessment, baseline assessment, registration of beneficiaries, monitoring of the distribution to the registered beneficiaries, and an evaluation of the way in which the NFIs or shelter were used. The primary aim of the monitoring and evaluation framework for NFIs and emergency shelter is to understand whether the items reached the registered beneficiaries, if they addressed the immediate needs and satisfaction of the selected beneficiaries, if the items were used as expected, and the outcomes associated with their use.

TRANSITIONAL & PERMANENT SHELTER

Similar to NFIs and emergency shelter, the programme cycles for transitional and permanent shelter begins with a needs assessment, baseline assessment, and registration of beneficiaries. Additionally, the higher level investment of resources requires an additional construction monitoring process to track the progress and delivery of shelters. The final post-construction evaluation measures the outcomes associated with this shelter intervention. Permanent shelter requires the highest level of detail; M&E is done for all beneficiary households, not a sample, like the other types.



PROJECT REPORTING TOOL

The Project Reporting Tool is a key element of the Framework as it is provides a singular linkage to all core Framework elements and instruments. The tool is informed by the core M&E Framework indicators for each project cycle. As such, the tool includes core elements from relevant global and country-level literature, including the Shelter Cluster Standard Operation Framework (SOF), Global Shelter Cluster Indicators, SPHERE handbook, NRC tools, and ECHO framework, amongst other relevant documents **Annex 1**: Indicator Matrix. Agencies may use this this tool throughout the project cycle to monitor and report on core indicators. The Project Reporting Tool will include a function which triggers different questions depending on the status of the intervention along the project cycle. The questions will ask for outcome or process measures which will be informed by the data and findings gathered by the preceding M&E Framework instrument.

MEASURING INDICATORS

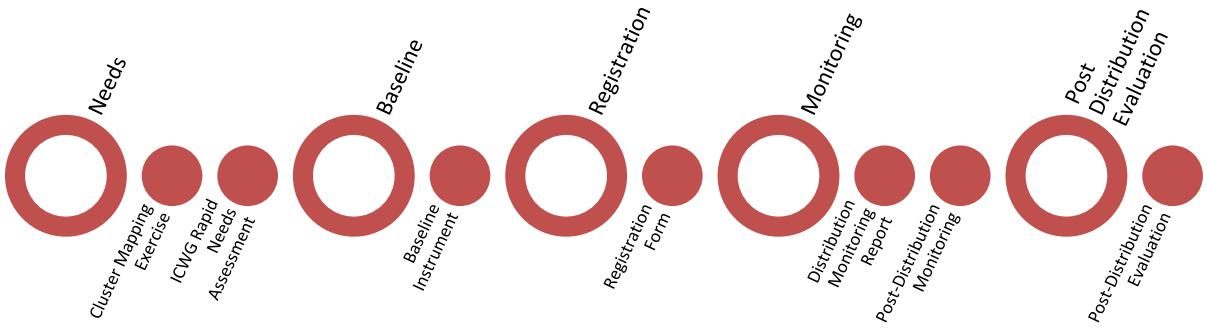
At each step of the programme cycles explained above, the monitoring and evaluation framework outlines specific indicators to measure the progress of the NFI or shelter intervention, track the provision of these items to beneficiary households from registration to delivery, and identify the outcomes associated with the intervention. In order to operationalise these indicators, specific instruments and associated methodologies have been developed and identified for use by partner agencies, as explained below. The Framework includes both core and recommended indicators, and all instruments will be inclusive of questions to gather information for core indicators. As much as possible, these instruments and methodologies are based upon those already established and used by the cluster or best practices from shelter-implementing agencies.

TIMELINE AND SOURCES OF DATA COLLECTION

NFI & Emergency Shelter

For each step of the NFI and emergency shelter programme cycles, there are associated instruments used to measure the indicators outlined in **Annex 1**: Indicator Matrix. **Figure 1** outlines when specific instruments will be used according to the five steps laid out in the programme cycle. The instruments or sources along the bottom of the timeline correspond to each step before it.

Figure 1: NFI & Emergency Shelter Data Collection Timeline



The Shelter Cluster M&E Framework uses pre-defined instruments and methodologies for primary and secondary data collection. Each source defined in **Table 1**: NFI Data Sources below directly links with the indicators in the framework, providing the necessary data to measure their progress. All relevant instruments can be found at the **Somalia Shelter Cluster website** and the methodologies for their use can be found in the next **Data Collection Methodologies** section. The Post-Distribution Evaluation instrument is different for NFI interventions and emergency shelter interventions.

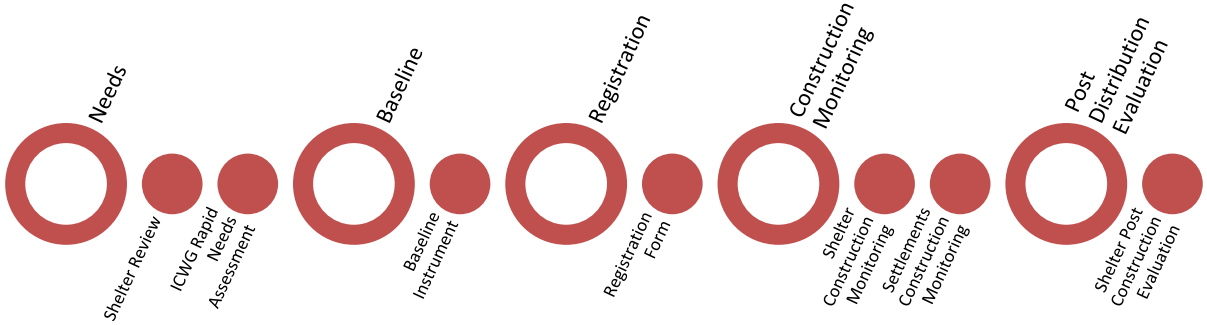
Table 1: NFI Data Sources

Instrument/Source Type	Objective	Type	Target	Responsible	Frequency
ICCG Rapid Needs Assessment	Identify the multi-sector needs of emergency-affected population	survey	household level	implementing orgs	each round of displacement
Shelter Cluster Mapping Exercise	Identify target beneficiary groups and characteristics of current settlement	survey	settlement level	shelter implementing orgs	each round of displacement
Baseline Instrument	Identify the household situation associated with this shelter intervention	Survey / form	household level	third parties	before each intervention
Registration Form	All households are registered according to pre-defined criteria	form	household level	implementing orgs	before each distribution
Distribution Monitoring Report	Provide an overview of each distribution in each settlement	report	settlement level	implementing orgs	after each distribution
Post-Distribution Monitoring	Provide information for each distribution on a sample of households	survey	household level	implementing orgs	after each distribution
NFI/Em Shelter Post-Distribution Evaluation	Understand how the NFIs were used and whether they met the needs of the beneficiaries	survey	household level	third parties	3 months after each distribution

Transitional & Permanent Shelter

For each step of the Transitional Shelter programme cycle, there are associated instruments used to measure the indicators outlined in **Annex 1**: Indicator Matrix. **Figure 2** outlines when specific instruments will be used according to the five steps laid out in the programme cycle. The instruments or sources along the bottom of the timeline correspond to each step before it.

Figure 2: Transitional & Permanent Shelter Data Collection Timeline



The Shelter Cluster M&E Framework uses pre-defined instruments and methodologies for primary and secondary data collection. Each source defined in **Table 2**: Transitional Shelter Data Sources below directly links with the indicators in the framework, providing the necessary data to measure their progress. All relevant instruments can be found at the **Somalia Shelter Cluster website** and the methodologies for their use can be found in the next **Data Collection Methodologies** section.

Table 2: Transitional Shelter Data Sources

Instrument/Source Type	Objective	Type	Target	Responsible	Frequency
ICCG Rapid Needs Assessment	Identify the multi-sector needs of emergency-affected population	survey	household level	implementing orgs	each round of displacement
Shelter Cluster Mapping Exercise	Identify target beneficiary groups and characteristics of current settlement	survey	settlement level	shelter implementing orgs	each round of displacement
Baseline Instrument	Identify the household situation associated with this shelter intervention	survey	household level	third parties	before each intervention
Registration Form	All households are registered according to pre-defined criteria	form	household level	implementing orgs	before construction
Shelter Construction Monitoring	Provide an observational assessment of construction progress, quality, and beneficiary satisfaction	survey	household level	implementing orgs	at the ground breaking, construction, and handover periods
Settlement Construction Monitoring	Provide an observational assessment of the progress, functionality, and access to each settlement facility	report	settlement level	implementing orgs	immediately after shelters are delivered to beneficiaries
Post-Construction Evaluation	Measure the outcomes associated with this shelter intervention	survey	household level	third parties	6 months after completion of shelter intervention

DATA COLLECTION METHODOLOGIES

The following section outlines the specific methodologies that are to be used for each instrument highlighted in the tables in the **Timeline and Sources of Data Collection** section.

Rapid Needs Assessment

The Inter-Cluster Coordination Group (ICCG) has developed an inter-cluster emergency needs assessment methodology and questionnaire to be used during rapid onset emergencies. The Somalia Initial Rapid Needs Assessment (SIRNA) tool is designed to serve as a standard, easily accessible inter-Cluster tool that can provide a comprehensive needs overview of a population after a crisis is first reported. This questionnaire contains key questions from each sector to identify needs to which each cluster would respond. The objective of this assessment is to capture critical information at the household level to inform emergency response and planning. The methodology and questionnaire can be found in the separate ICCG Rapid Needs Assessment guidance notes.

➲ This questionnaire is used for all types of NFI and shelter interventions

Cluster Mapping Exercise

The Mapping Exercise provides humanitarian agencies with a snap shot of the existing infrastructures in an IDP settlement. The Mapping Exercise provides a snapshot of the infrastructures (pictures, GPS and visual findings). The Mapping Exercise involves the identification of the stakeholders working in the cluster with adequate knowledge of the working environment and with in-depth knowledge and capacity on shelter and protection cluster issues.

➲ This questionnaire is used for all types of NFI and shelter interventions

Baseline Instrument

The Baseline Instrument is to be used as the measure for comparison during the evaluation. Baselines may integrate control/comparison and intervention groups found in Control/Comparison Groups section. The data collected during the baseline provides a preliminary measure of the shelter/NFI score and vulnerability of the household. The baseline process consists of one method of data collection: household surveys with a random sample of households that are to receive the intervention. During the evaluation stage, similar indicators should be measured for comparison. See **Annex 3**: SampLing Guidance for sampling guidance.

➲ This questionnaire is used for all types of NFI and shelter interventions

Registration Form

The beneficiary registration form is designed to officially register all households targeted for distribution and/or shelter provision. Each household that has been targeted must register with an implementing organization using the registration form. Thus, the sample size for this instrument is all households targeted for distribution or provision of shelter.

Pre-registration arrangements and a logistical setting that allows for reduced registration exercise time are recommended. Registration is a sensitive step where pressures from the community, security risks, risk of fraud and/or requests to enlarge the target are only some of the challenges. Reduce time and improve efficiency using experienced and skilled staff (including staff from the community who may support in the vetting process).

➲ This form is used for all types of NFI and shelter interventions

Post-Distribution Monitoring

The objective of the post-distribution monitoring is to provide information for each distribution at the household level on wait time, use or access to a complaint mechanism, and the quantity and quality of the distributed items. The monitoring questionnaire is conducted by focal points of the implementing organization on a random sampling of households leaving the distribution. See **Annex 3**: SampLing Guidance for sampling guidance.

➲ This questionnaire is used for NFI and Emergency Shelter distributions

Shelter Construction Monitoring

The stated purpose of the shelter construction monitoring is to provide an observational assessment of construction progress, quality, and beneficiary satisfaction of constructed shelters. This is conducted by the implementing organization at three stages of the shelter construction process: (1) ground breaking, (2) construction, and (3) handover. The questionnaire is employed on a representative, random sample of target beneficiary households. See **Annex 3**: SampLing Guidance for sampling guidance.

➲ This questionnaire is used for Transitional and Permanent Shelter distributions

Settlement Construction Monitoring

The objective of the settlement construction monitoring is to provide an observational assessment of the progress, functionality, and access to each settlement facility. This survey requires a full assessment of each settlement facility by implementing organizations immediately after all transitional shelters are completed and handed over to the beneficiaries.

➲ This questionnaire is used for Transitional and Permanent Shelter distributions

Post-Intervention Evaluation

The evaluation tool encompasses all shelter intervention types, with two distinct elements: post distribution evaluation and post construction evaluation.

The stated purpose of the post distribution evaluation is:

- To assess the quality of the distributions
- To evaluate the impact of the goods received on individual households
- To estimate diversion rates of the distributed goods outside the household

The post distribution evaluation process consists of one method of data collection: household surveys with a random sample of households that have received at least one distribution of NFIs or Emergency Shelter. The evaluation should be conducted 3 weeks following the distribution. See **Annex 3**: SampLing Guidance for sampling guidance.

The purpose of the post-construction evaluation is to measure the outcomes associated with Transitional or Permanent shelter interventions. The evaluation largely mirrors the Shelter Review questionnaire while also adding elements of outcome measurement to understand what effect the shelter intervention may have had on the lives of the target beneficiaries. This evaluation is to be completed 6 months after the completion of the shelter intervention by the implementing organization. The questionnaire is conducted on all households that received a permanent house.

➲ This questionnaire is used for all types of NFI and shelter interventions

CONTROL/COMPARISON GROUPS

To demonstrate the causality of interventions, research often promotes the use of a control or comparison group. Control groups should, as much as possible, bear similar characteristics of the sample of households that are being provided the intervention, whereas, comparison groups do not require the baseline comparability that a control group does. Neither group receives the intervention but are sampled at the baseline and endline like intervention groups. Organizations may opt for inclusion of a comparison or control group as there is a stronger argument for causality of an intervention after capturing and comparing endline data for both groups.

When considering incorporating a control or comparison group, there are many important factors to consider:

- **Expectations** – Eliciting control/comparison group participation without providing support is not a common practice in Somalia. Many communities have come to expect some sort of compensation for participating in a study; this often comes in the form of delayed intervention (after the endline is collected).
- **Need** – Use of a control/comparison group is not required throughout the programme cycle and is of most use for evaluative purposes. Even so, not all evaluations will require a control/comparison group. Careful planning should be conducted and contextual input should be provided before moving forward with a control/comparison group analysis.
- **Comparability** – In Somalia, where populations move regularly and contexts change rapidly, relevant control groups are difficult to maintain. A group which may have been comparable in the beginning can have extremely different characteristics at the end of the study due to external factors, which may be incorrectly attributed to not receiving the intervention.
- **Feasibility** – Data collected at the baseline and endline should be taken from, as much as possible, the same sample. Therefore, both control/comparison and intervention groups must be well tracked to

ensure their participation at the endline. Even with well-trained M&E staff, the feasibility versus benefits must be carefully weighed.

- **Reliability** – In the context of Somalia, it is difficult to run any scaled intervention in isolation. Communities talk and know who is in the control/comparison group and who is in the intervention group (especially for NFI and Shelter interventions) which, therefore, increases the likelihood of purposefully skewed data. Mitigating this concern would require having geographically or culturally separated control groups, which would further undermine the comparability.
- **Costs** – If, at the end of deliberations, a control/comparison group is deemed appropriate, research and security experts should be heavily involved in the planning and implementation. There is also an inherent increase in cost when collecting additional data (i.e. for the control/comparison group).

TRAINING[1]

Training is a critical element of any M&E system, as it allows for all team members to have a full understanding of the purpose of the research, how it will be conducted, the instruments that will be used, and various roles and responsibilities throughout the timeline.

The effectiveness of any M&E plan relies on support from staff, often from various backgrounds and skill levels. M&E experts, with special training and skills, will lead the project, but the backbone of any M&E implementation is the staff on-the-ground. This means that trainings need to be inclusive and properly planned to anticipate challenges and build capacities. Trainings should be practical and cover every detail element of the M&E system being implemented.

Before conducting any training, it is essential to 1) understand the skills and level of experience among those in the training, and 2) identify the various tasks and responsibilities needed to implement the M&E framework.

CHECKLIST
Provide each team member with a training covering the following topics
☑ Project Background: explanation of the creation and purpose of the M&E system ☑ Management: working relations and plan of action ☑ Content Framing: explanation of project and instruments ☑ Practical Examples: hands-on practice of process and instruments ☑ Security Considerations: existing situation and procedures during data collection ☑ Logistical and Administration: emphasis of relevance and importance of preparation

Project Background – Participants must first grasp the importance and implications of the M&E system. During this component, discussions should elaborate upon the background of the M&E system and its importance. Complementarily, detailing the research design of the project will enable support and understanding from participants. It is also at this stage that training facilitators should highlight any other stakeholders involved in this project (i.e. donors, partners, UN agencies). Framing the involvement of stakeholders will support a well-rounded understanding by participants of the project's importance before diving into the intricacies of the M&E framework. Facilitators may also indicate the various benefits of collaborative efforts for the individual, agency and humanitarian community. Creating buy-in takes patience and time but will be evident in the products yielded.

[1] Specific guidance for training of data collection for team leaders and enumerators is available in the Data Collection Methodologies section.

Management – Any M&E training must highlight working relationships: responsibilities of each team member, reporting lines, timelines, etc. The plan of action, including methodology used and timeframe, should be revisited with the integration of roles and responsibility. It is also at this stage where facilitators should indicate any people or resources available for participants to utilise in order to better understand the process. Encourage staff to ask questions and provide feedback, as questions are better answered during training than in the field.

Content Framing – Facilitators must highlight the step-by-step guidance of the framework. During this component, facilitators will detail data collection systems, sampling, instruments to be used, data entry, and data analysis.

Practical Examples – Hands-on learning is integral for knowledge transfer and project sustainability. Sufficient time should be allocated for all participants to explore practical examples of M&E framework implementation. This should also include training on the mobile data collection (available in the Data Entry section).

Security Considerations – Security considerations should be reviewed during project planning and before implementation. Three important security considerations are:

- **Access:** Project managers should identify and arrange necessary meetings with local authorities to guarantee access. These may include: 1) District Commissioner, 2) Umbrella leaders, and/or 3) Settlement leaders and gatekeepers. It is important to understand and follow the hierarchical structure, beginning contact with the highest official first and working down the structure.
- **Community Buy-in** – Operational partners on the ground should assist in starting the dialog with communities. It is important that the project manager closely monitors this dialog and clearly represents project goals and methodologies, managing expectations and minimising security issues.
- **Documented Approval** – Project managers must secure a letter of authority and/or access from the local authority for the project. The letter should indicate approval for any and all assessment vehicles required to enter the community. The letter must remain in the vehicles for the duration of the assessment.

Logistics and Administration – Logistics and administration is an often overlooked and under-prioritised component of M&E. Training facilitators must take great care to emphasize all logistical and administrative considerations. During M&E implementation, project managers should ensure preparation of all required administrative and logistics documents and goods prior to the assessment training. These may include but are not limited to: contracts, attendance sheets, merchandise receipt forms, vehicles, printing, sourcing quotations, field/site visits, training/accommodation facilities, and catering.

DATA COLLECTION

SHELTER CLUSTER PLATFORM

The Shelter Cluster uses mFieldwork as its data collection platform. The mFieldwork platform allows organizations to remotely monitor their data collection and project cycle activities.[2] Data is securely held within mFieldwork, with varying permissions available based on project needs. Permissions can vary across actors. For instance, the organizational focal point may need access to export data; however, enumerators will likely not need to review the raw data. It is then suggested that enumerators only have access to enter data, not to export.

[2] www.mfieldwork.com

ENUMERATOR RECRUITMENT

Team leaders should be agency staff and not daily labours in order to ensure their competence and commitment. Team leaders will be responsible for all distribution/collection of mobile phones, sign-in sheets and transport to and from the field. Team leaders will be responsible to collect and deliver mobile phones to project manager each day

Enumerators should be provided by cluster partners and must be familiar and operational in the region of the assessment. Enumerators may be daily labours and/or staff. Enumerator selection criteria should include:

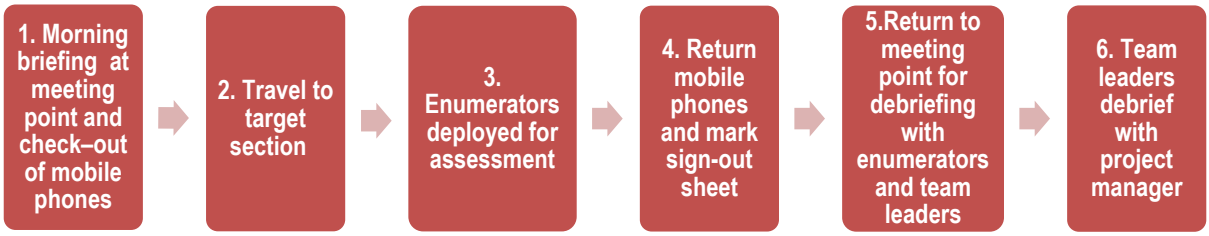
- Located in and familiar with the context
- Possess a high level of English; spoken and written
- Ability to use a mobile phone
- When possible, the team should have an equal representation of genders to ensure access to all household members.

TRAINING

Sampling – Households should be randomly sampled from each of the targeted settlements using a randomized household walk methodology. The Pencil Technique is an advisable method that is easily translatable to enumerators. Team leaders will direct enumerators to specific and separate locations where the enumerators will walk the entire location skipping every three houses, sampling fourth shelter. Upon reaching a settlement boundary, enumerators will drop a pencil and walk in the direction of the pencil tip. Enumerators will return to their section of the settlement at each day until the survey is completed. Households should only be surveyed once.

Daily Schedule – A daily schedule should be created to guide the team leaders and enumerators on the daily process of data collection (see Figure 3)

Figure 3: Daily Data Collection Process for Team Leaders and Enumerators



Asset Reception – Phones should be given to the enumerators by team leaders only for the time of work – meaning team leaders should distribute the phones at their team's morning debrief and collect the phones after the day's data collection. Team leaders and enumerators should sign an agreement as well as an asset tracking sheet indicating what phones have been released to which enumerators on which date. It is advisable to sign out an extra battery and phone to each team leader for use as needed. Sample guidelines for asset distribution include:

1. The Recipient is responsible for the integrity of the assets.
2. In case the asset is lost, the Recipient will be held responsible and may have to reimburse the original price of the asset;
3. In case the asset is damaged due to carelessness of user, the Recipient will be charged for repair costs;
4. The day to day problems of the asset will be followed by technical staff; and,

5. The Recipient is obliged to return the assets at the end of each day to the team leader who will provide all assets to the project manager.

Phone Use – All prior information from the data collection training leads to the phone usage component. Morning and evening checks of the phones should be conducted by project managers, team leaders and enumerators. These checks should ensure the Wi-Fi is off, GPS is on, mFieldwork has been logged into, battery is charged, and review the quality of the phone (to see if any damage has occurred). It is important to highlight at this point that phones are not for personal use: sim-cards should not be added and mFieldwork is the only application that should be accessed. It is at this stage that facilitators should review the steps for data collection (see next section – **Steps for Data Collection and Entry**).

Figure 4: Mobile Phone Diagram

STATUS BAR: WIFI/Network/Flight mode/USB Connect Here you can see the status your phone is in.

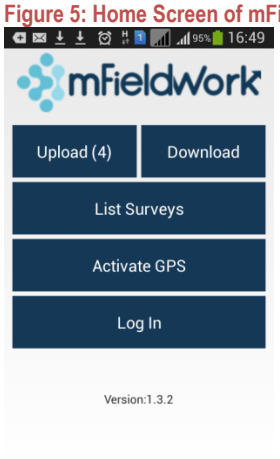
ON/OFF BUTTON

STATUS BAR: This where the icon mFieldwork application software should be located.

STEPS FOR DATA COLLECTION AND ENTRY

1. Open the mFieldwork application – The mFieldwork application should be located on the homepage of every mobile phone to ensure easy access. There is no need to have any other applications on the homepage.
2. Login – Logins will vary by agency, but each team should have their own login information.
3. Select "Download" – located at the top right of mFieldwork's homepage - to access any surveys linked to the login account. See **Figure 5**: Home Screen of mFieldwork for reference.
4. Select "List Surveys," to open the survey – located at the middle of mFieldwork's homepage – to view available surveys. See **Figure 5**: Home Screen of mFieldwork for reference.
5. Select the appropriate survey option for the surveys listed.
6. Begin the survey.
7. Once the survey is completed, enumerators must select "Submit." After submission, the number of surveys uploaded will be available on the "Upload" tab (See **Figure 5**: Home Screen of mFieldwork where 4 surveys have been completed). Submitted surveys can only be reviewed after exporting data from mFieldwork - enumerators will not be able to open any submitted surveys.
8. Do NOT log out of mFieldwork. Any data captured will be lost if an enumerator logs out of the application before the data is uploaded.

Figure 5: Home Screen of mFieldwork



DATA UPLOAD

All mobile data should be uploaded daily from the mobile phones onto the mFieldwork online platform for cleaning and analysis. To upload data:

- Turn on the phone's Wi-Fi
- Open mFieldwork
- Select "Upload" (see **Figure 5**: Home Screen of mFieldwork)

To ensure longevity of battery life in the field, it is advisable to have the Wi-Fi turned "on" only during the upload. There is no need to have the Wi-Fi on during data collection and having the Wi-Fi quick drain the battery; however, it is important that the GPS remains on during data collection.

After the upload is complete, the mFieldwork application will confirm the upload and there will be no numbers next to the "Upload" tab. With poor internet connections, it may be difficult to upload all of the surveys at once. It is recommended that uploads are only conducted a few phones at a time. If an upload fails, the survey data is not lost, simply select "Upload" again and repeat until the confirmation message appears.

DATA VERIFICATION

It is of the utmost importance to verify all collected data, as prompt cleaning and verification are essential measures to mitigate inaccuracies and ensure project integrity. Each phase of data collection – secondary source collection, primary data entry, and data validation – should be accompanied by an ongoing data verification process. Below are some guidelines for each data collection phase:

Secondary Data Collection: As secondary data lays the foundation of any assessment, the validation of these findings should be thorough and well documented. While secondary data may be informed by well-regarded research and/or reports, it is often supported by key informant interviews and programmatic documentation which may not be as conclusive. All data should be reviewed with the Reliability/Credibility Matrix (see **Table 3**) in mind. Quality cannot be supplemented by quantity, and validation of secondary data needs to be done by someone with experience in reviewing qualitative and quantitative analyses.

Primary Data Collection: Team leaders should debrief the project managers daily upon return from the data collection site. Debriefs should allow for team leaders to highlight any obstacles experienced throughout the day. These may include but are not limited to: mobile phone malfunctions, enumerator challenges, and security concerns (note: security concerns should be immediately reported to the project manager at the time of incident). Project managers should conduct a daily check of all data that is collected each day by exporting data from

mFieldwork (process explained in Data Analysis section) and reviewing of that day's data. Any flagged data should be included in a daily report highlighting any themes amongst the flagged data. Project managers should then discuss these flagged concerns with team leaders at the following morning's debrief, so that team leaders may relay feedback to their teams. At the individual level, team leaders may need go back to the appropriate individual and explain how data collection needs to be improved in subsequent data collection. If necessary, enumerators may need to return to the previous day's site to recollect the data. At the end of data collection, there should be a comprehensive data cleaning before analysis.

Data Validation: Data validation should occur after analysis to review discrepancies in the data and/or unusual findings. Data validation needs to be conducted, at minimum, with the team leaders. Team leaders can provide substantive qualitative contributions to either support or discount findings. It is essential that the facilitator of any validation workshops is well trained to motivate dialogue in a targeted approach to resolve any questions or to better inform findings.

For secondary data collection and data validation, it is important that all sources used to monitor activities for the SC are verified as reliable and credible. In order to do this, the following matrix will be used for each source used (e.g. distribution records, transport lists, etc.). Any documents recorded at a D-F and/or 4-6 will require replacement or supportive documents to ensure reliability and credibility of the information.

Table 3: Reliability/Credibility Matrix[3]

Reliability of Source	Credibility of Data
A. Completely reliable	1. Confirmed by other sources
B. Usually reliable	2. Probably true
C. Fairly reliable	3. Possibly true
D. Not usually reliable	4. Doubtful
E. Unreliable	5. Improbable
F. Reliability cannot be judged	6. Truth cannot be judged

Reliability of source:

- **A** **Completely reliable** refers to a tried and tested source which may be depended upon with confidence. These are extremely rare and should be kept for special occasions.
- **B** **Usually reliable** refers to a source which has been successful in the past but for which there is still some element of doubt in a particular case. This should be used for sources of known integrity such as EU and UN agencies, military entities, some major NGOs, etc.
- **C** **Fairly reliable** refers to a source which has occasionally been used in the past and upon which some degree of confidence may be based. Some press sources and NGOs could fit in here.
- **D** **Not usually reliable** refers to a source which has been used in the past but has proved more often than not to be unreliable. Some press sources and NGOs could fit in here.
- **E** **Unreliable** refers to a source which has been used in the past and has been proven unworthy of any confidence.
- **F** **Reliability cannot be judged** refers to a source which has not been used in the past.

Credibility of data:

- **1** **Confirmed** by other sources is applicable when a source different than the originally reporting one confirms the data independently of the first source.
- **2** **Probably true** indicates confirmation of essential parts of reported data by another source. Aerial imagery is included in this category.
- **3** **Possibly true** means that investigation of a reported fact or action has revealed no further data, however the data is compatible with previous actions or background data available.

[3] EU - Assessment manual of best practices in various types of emergency

4 **Doubtful** is applicable to an item of data if it tends to conflict with previously reported data.
5 **Improbable** is applicable if an item of data contradicts previously reported data.
6 **Truth cannot be judged** is applicable if any freshly reported item of data cannot be compared with data from any other source. It is used when 1-5 cannot be applied. It preferred to use a rating of 6 rather than an inaccurate 1-5 rating.

The rating is not a progressive degree of accuracy. It only helps to formalize the credibility of data received. Therefore it is not a guaranteed measure of accuracy. The letters and numerals are independent of each other and give an overall evaluation of the data. For example, a source known to be unreliable (E) might provide accurate data which is confirmed by other sources and therefore given the rating of E1. Additionally, a report evaluated as F6 may be totally accurate and should not be routinely disregarded.

DATA ANALYSIS

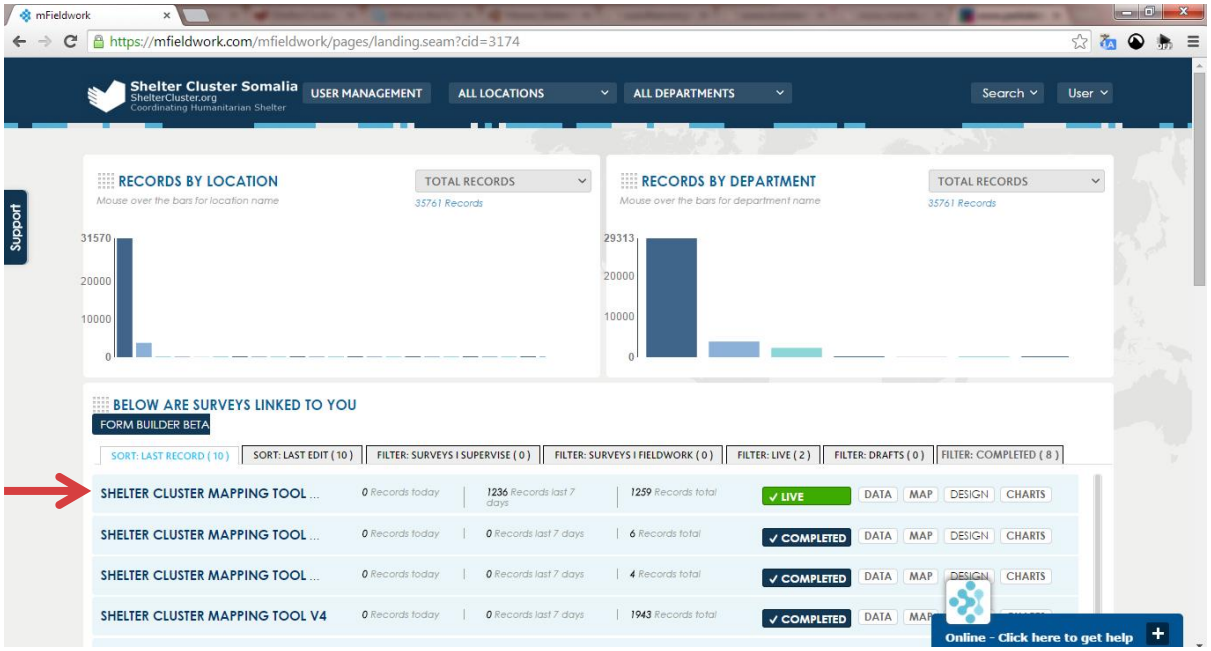
Once uploaded into mFieldwork, the data can be exported, cleaned, and analysed. A comprehensive data cleaning of all data collected for the assessment must be completed before any analysis.

EXPORTING DATA

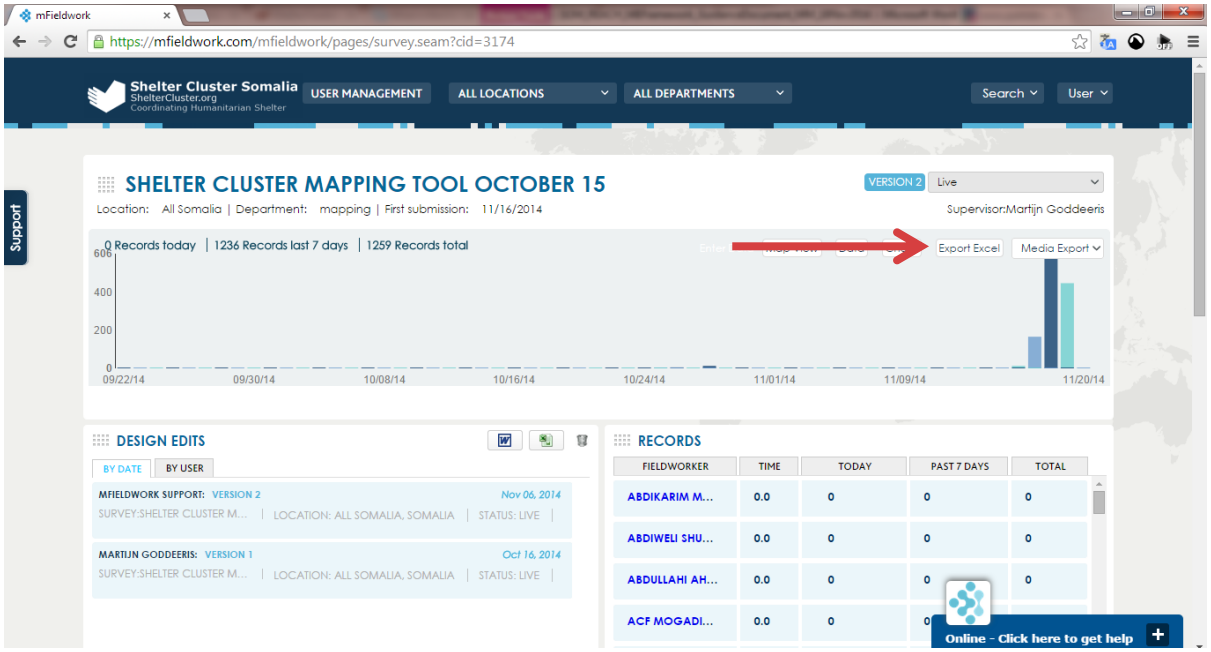
Data available on mFieldwork can be extracted into excel form. To extract all available data from a survey follow these steps:

1. Login to mFieldwork using the login information provided by the Shelter Cluster.

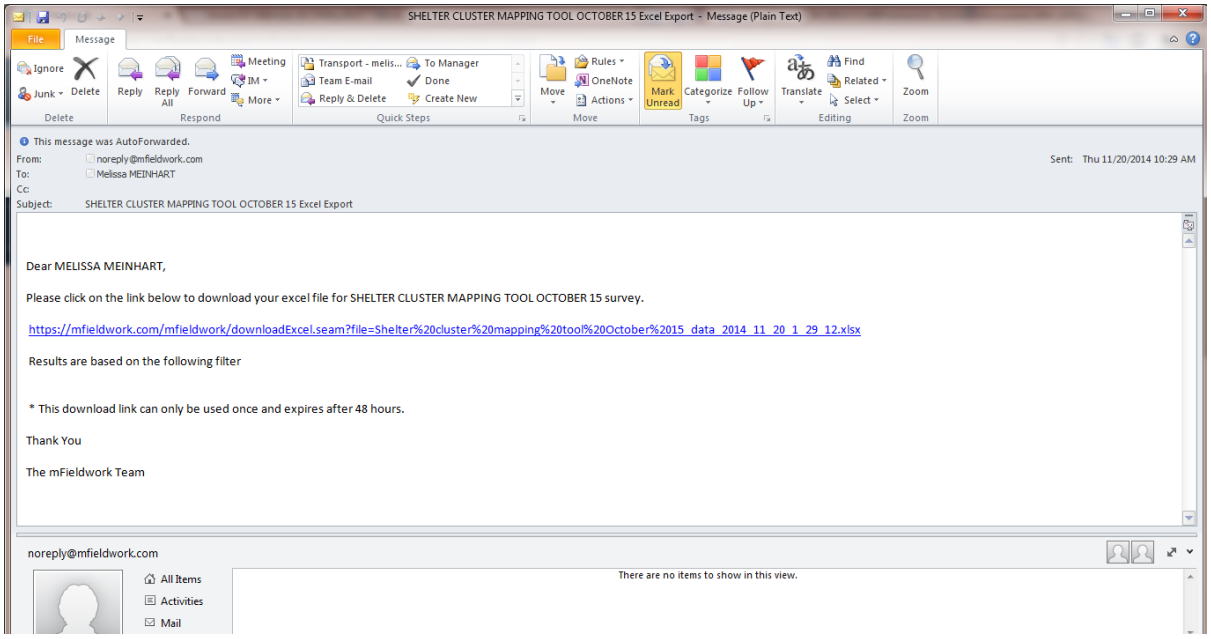
2. Once at the Shelter Cluster portal homepage, find your survey and select its bolded blue name. If you cannot find your survey in the homepage, use the available tabs located in the middle of the page. Live surveys (green) are surveys which can still have data entered from the field; data cannot be entered from the field in surveys that are listed as completed (blue).



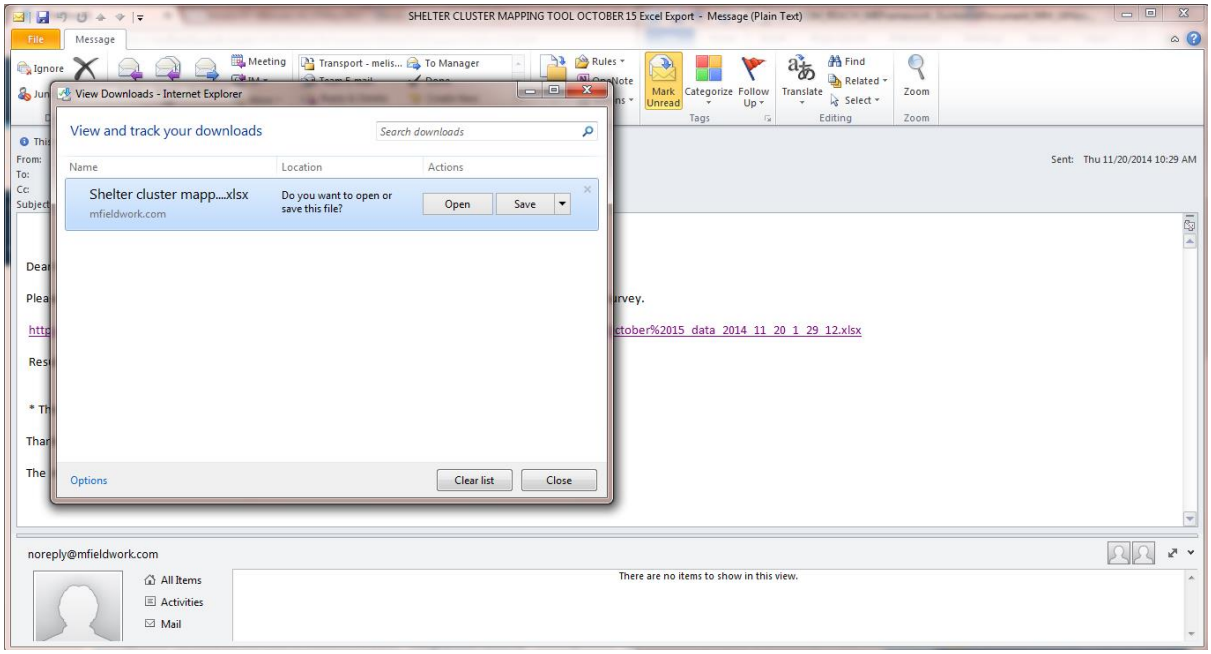
3. To export all data from this survey, select "Export Excel." Note that this includes all data from all assessments undertaken using this instrument.



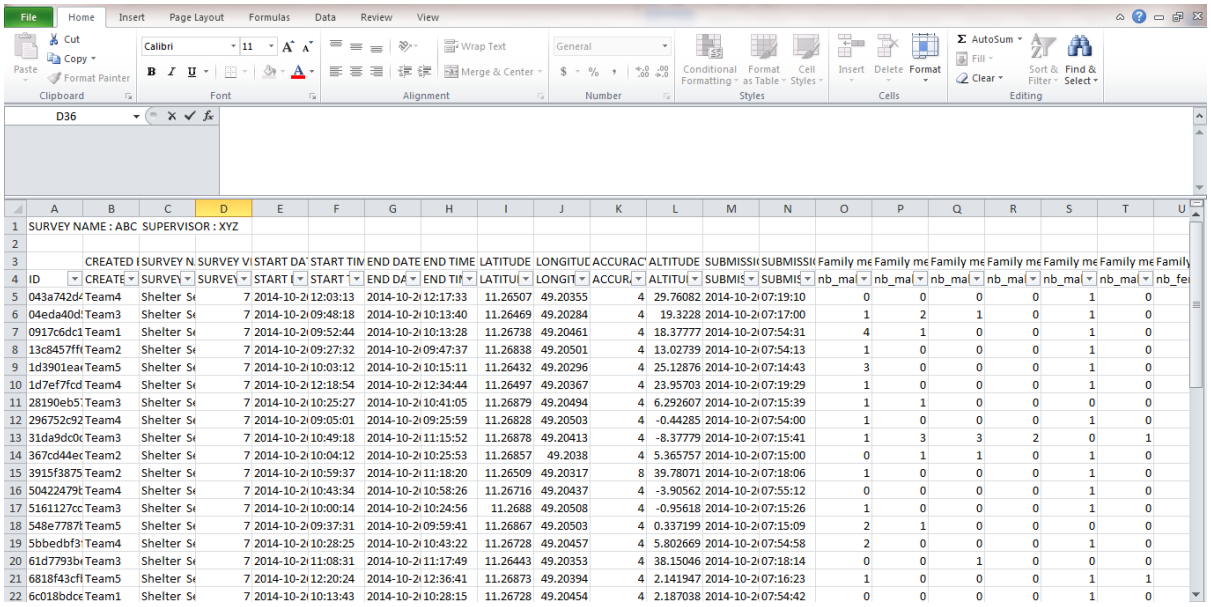
4. You will then receive an email to your associated email address with a single-use link.



5. Select the provided link, and you will be brought to a download page. At this page, you may save the file on your computer. When the upload is complete, select “Open”.



6. Opening the file will lead you to an excel page with all of the survey responses from that survey. Bear in mind that you may need to filter survey responses. More information on filtering is available in the following section (**Filtering Data**).



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	SURVEY NAME : ABC		SUPERVISOR : XYZ																		
2																					
3		CREATED I	SURVEY N	SURVEY VI	START DA	START TIM	END DATE	END TIME	LATITUDE	LONGITUI	ACCURAC	ALTITUDE	SUBMISSI	SUBMISSI	Family me	Family me	Family me	Family me	Family me	Family me	Family
4	ID	CREATE	SURVEY	SURVEY	START	START	END DA	END TI	LATITU	LONGIT	ACCUR	ALTITU	SUBMIS	SUBMIS	nb_ma	nb_ma	nb_ma	nb_ma	nb_ma	nb_ma	nb_fe
5	043a742d4	Team4	Shelter S	7	2014-10-2	12:03:13	2014-10-2	12:17:33	11.26507	49.20355	4	29.76082	2014-10-2	07:19:10	0	0	0	0	1	0	
6	04eda40d	Team3	Shelter S	7	2014-10-2	09:48:18	2014-10-2	10:13:40	11.26469	49.20284	4	19.3228	2014-10-2	07:17:00	1	2	1	0	1	0	
7	0917c6dc1	Team1	Shelter S	7	2014-10-2	09:52:44	2014-10-2	10:13:28	11.26738	49.20461	4	18.37777	2014-10-2	07:54:31	4	1	0	0	1	0	
8	13c8457ff	Team2	Shelter S	7	2014-10-2	09:27:32	2014-10-2	09:47:37	11.26838	49.20501	4	13.02739	2014-10-2	07:54:13	1	0	0	0	1	0	
9	1d3901ea	Team5	Shelter S	7	2014-10-2	10:03:12	2014-10-2	10:15:11	11.26432	49.20296	4	25.12876	2014-10-2	07:14:43	3	0	0	0	1	0	
10	1d7ef7fcd	Team4	Shelter S	7	2014-10-2	12:18:54	2014-10-2	12:34:44	11.26497	49.20367	4	23.95703	2014-10-2	07:19:29	1	0	0	0	1	0	
11	28190eb5	Team3	Shelter S	7	2014-10-2	10:25:27	2014-10-2	10:41:05	11.26879	49.20494	4	6.292607	2014-10-2	07:15:39	1	1	0	0	0	0	
12	296752c92	Team4	Shelter S	7	2014-10-2	09:05:01	2014-10-2	09:25:59	11.26828	49.20503	4	-0.44285	2014-10-2	07:54:00	1	0	0	0	1	0	
13	31da9dc0	Team3	Shelter S	7	2014-10-2	10:49:18	2014-10-2	11:15:52	11.26878	49.20413	4	-8.37779	2014-10-2	07:15:41	1	3	3	2	0	1	
14	367cd44e	Team2	Shelter S	7	2014-10-2	10:04:12	2014-10-2	10:25:53	11.26857	49.2038	4	5.365757	2014-10-2	07:15:00	0	1	1	0	1	0	
15	3915f3875	Team2	Shelter S	7	2014-10-2	10:59:37	2014-10-2	11:18:20	11.26509	49.20317	8	39.78071	2014-10-2	07:18:06	1	0	0	0	1	0	
16	50422479b	Team4	Shelter S	7	2014-10-2	10:43:34	2014-10-2	10:58:26	11.26716	49.20437	4	-3.90562	2014-10-2	07:55:12	0	0	0	0	1	0	
17	5161127cc	Team3	Shelter S	7	2014-10-2	10:00:14	2014-10-2	10:24:56	11.2688	49.20508	4	-0.95618	2014-10-2	07:15:26	1	0	0	0	1	0	
18	548e7787b	Team5	Shelter S	7	2014-10-2	09:37:31	2014-10-2	09:59:41	11.26867	49.20503	4	0.337199	2014-10-2	07:15:09	2	1	0	0	0	0	
19	5bbedbf3	Team4	Shelter S	7	2014-10-2	10:28:25	2014-10-2	10:43:22	11.26728	49.20457	4	5.802669	2014-10-2	07:54:58	2	0	0	0	1	0	
20	61d7793b	Team3	Shelter S	7	2014-10-2	11:08:31	2014-10-2	11:17:49	11.26443	49.20353	4	38.15046	2014-10-2	07:18:14	0	0	1	0	0	0	
21	6818f43cf	Team5	Shelter S	7	2014-10-2	12:20:24	2014-10-2	12:36:41	11.26873	49.20394	4	2.141947	2014-10-2	07:16:23	1	0	0	0	1	1	
22	6c018bdce	Team1	Shelter S	7	2014-10-2	10:13:43	2014-10-2	10:28:15	11.26728	49.20454	4	2.187038	2014-10-2	07:54:42	0	0	0	0	1	0	

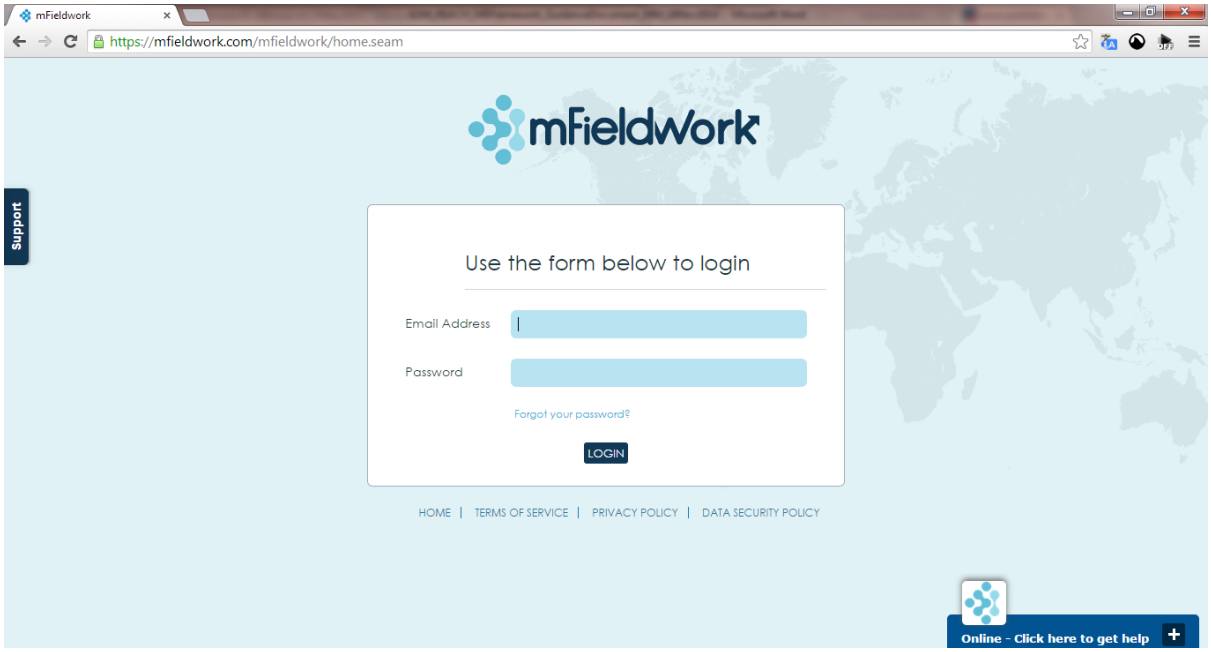
7. Data cleaning (see **Cleaning Data**) of the excel file should be done before any analysis.

FILTERING DATA

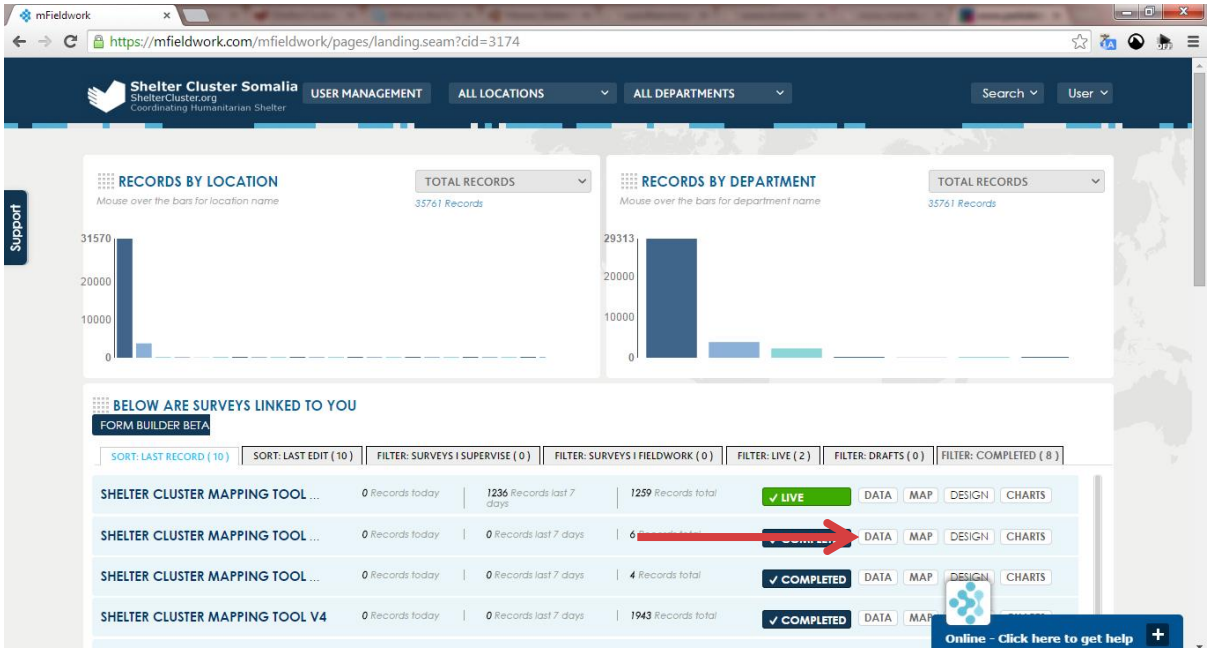
Filtering can be done for a multitude of reasons. Some instruments will be utilised by various actors at varying times and locations. In these scenarios, it may be impractical download the entire dataset. Rather, actors may choose to filter the responses so that only certain information is downloaded. There is no maximum file download if only exporting survey responses.

Filtering is a required procedure for any image, audio or video download. Images, audio files and videos may only be downloaded in batches of 50 or less. To do so, actors will need to follow the steps outlined below and select 50 or less responses.

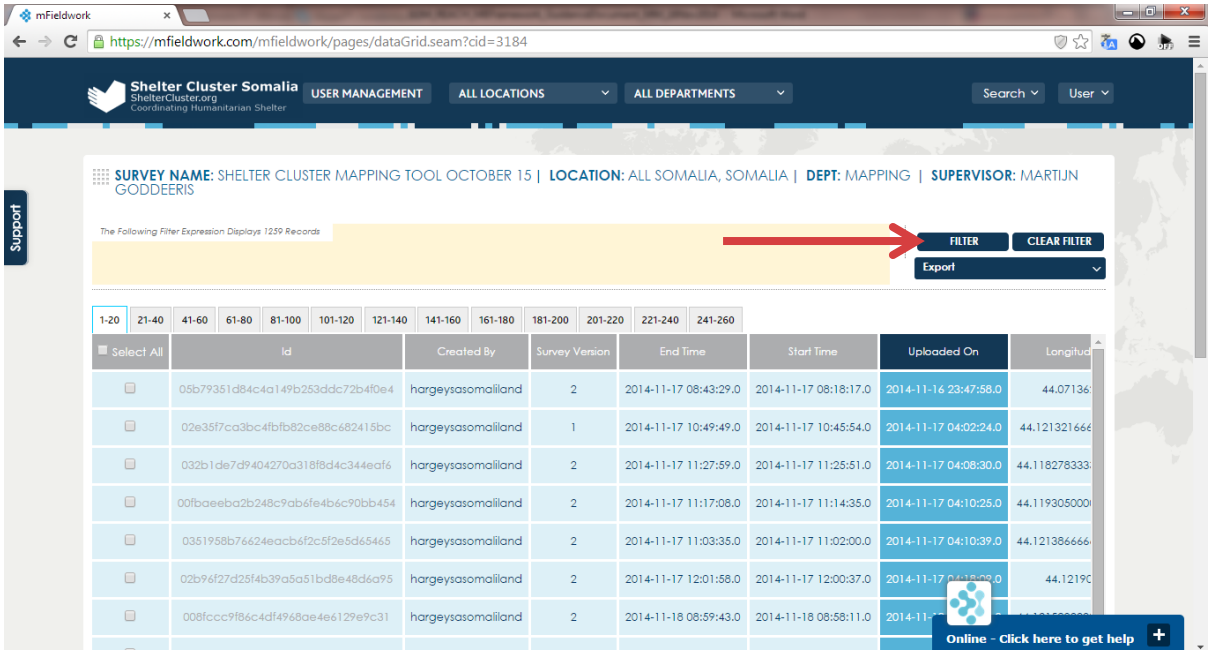
1. Login to mFieldwork using the login information provided to you by the Shelter Cluster.



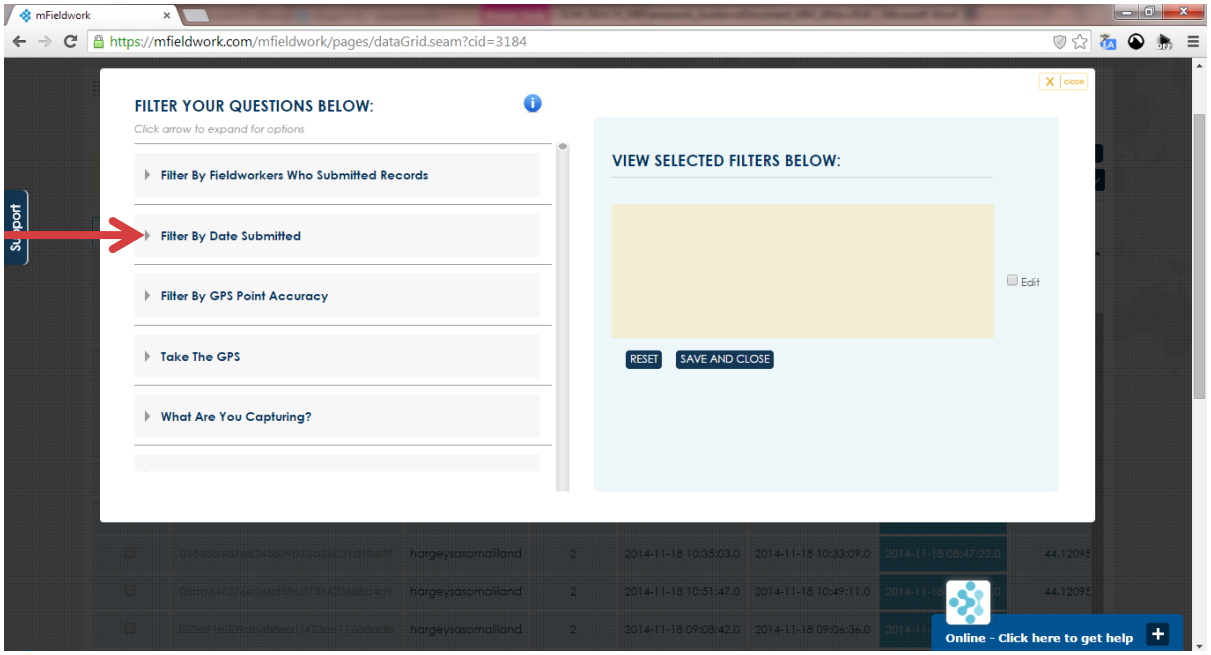
2. Once at the Shelter Cluster portal homepage, find your survey and select “Data”, located to the right of the Live/Completed icon. If you cannot find your survey in the homepage, use the available tabs located in the middle of the page. Live surveys (green) are surveys which can still have data entered from the field; data cannot be entered from the field in surveys that are listed as completed (blue).



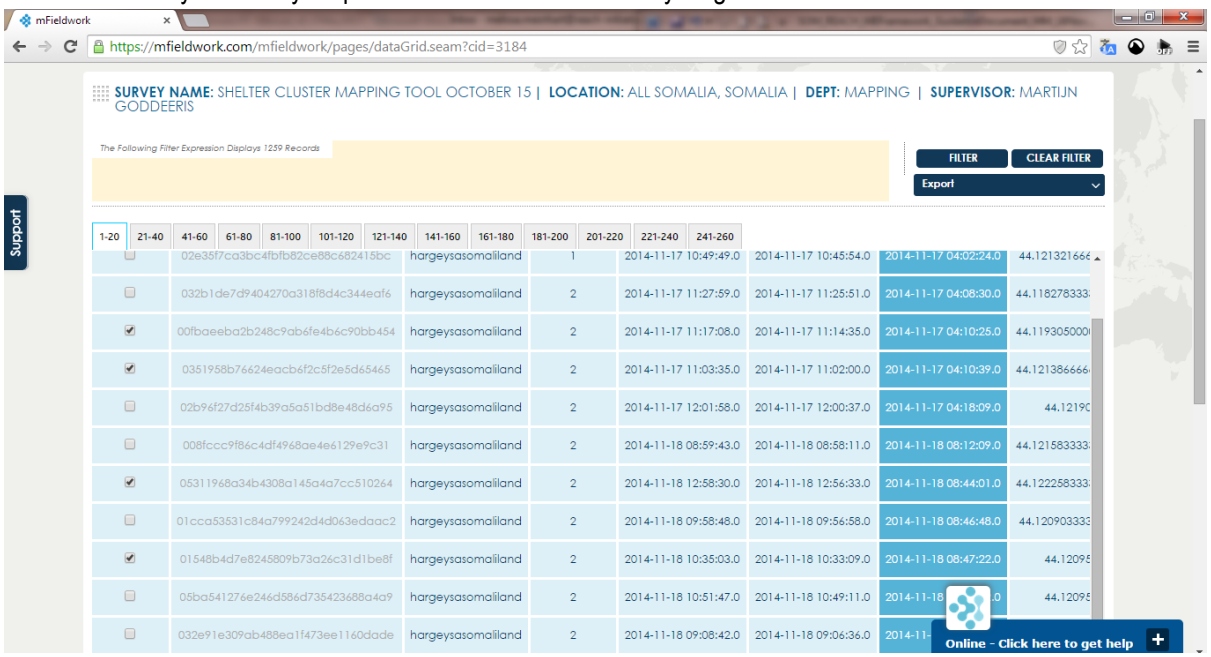
3. To filter data before exporting, select “Filter.”



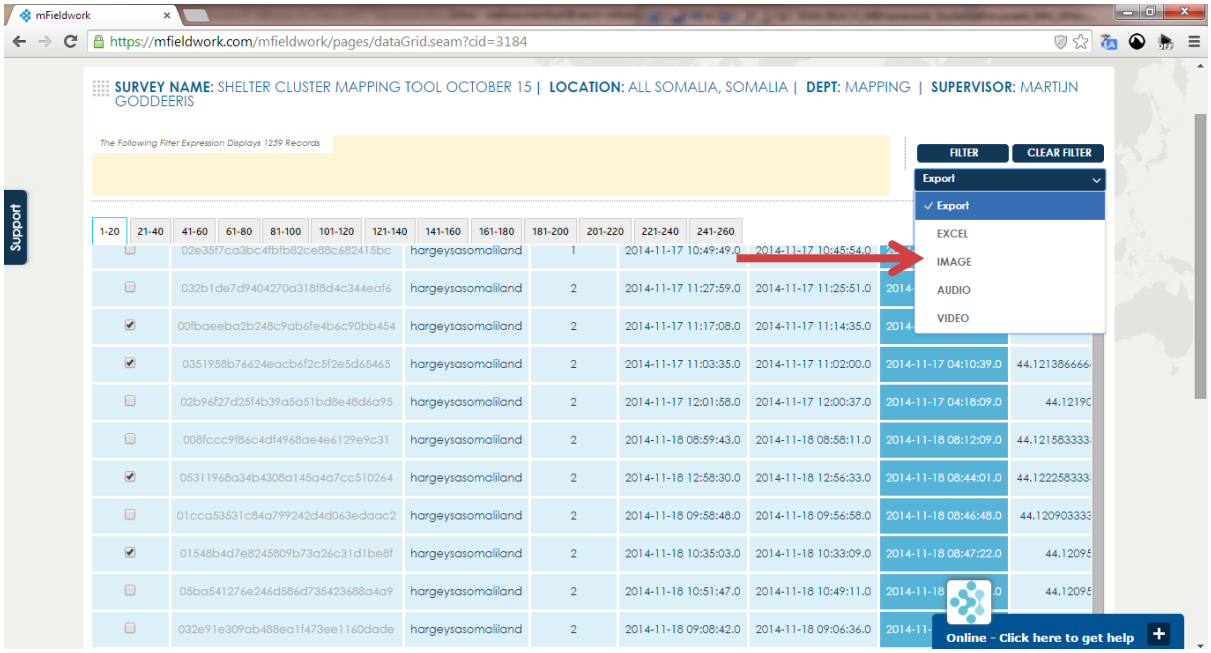
4. To filter the survey options, select the triangle next to the respective question to open a dropdown list. The dropdown list includes all answer options available. Select only those options that you want included on the filter - items not selected will be excluded from the following upload. Select anaswer choices that you would like to filter by and select “ADD” to apply the filter. Repeat for as many questions as needed. Select “SAVE AND CLOSE” to apply filter and “RESET” to clear all filter selections. For surveys that are used in multiple areas and at multiple times, often the best option is to first filter by the “Date Submitted” and the location of survey.



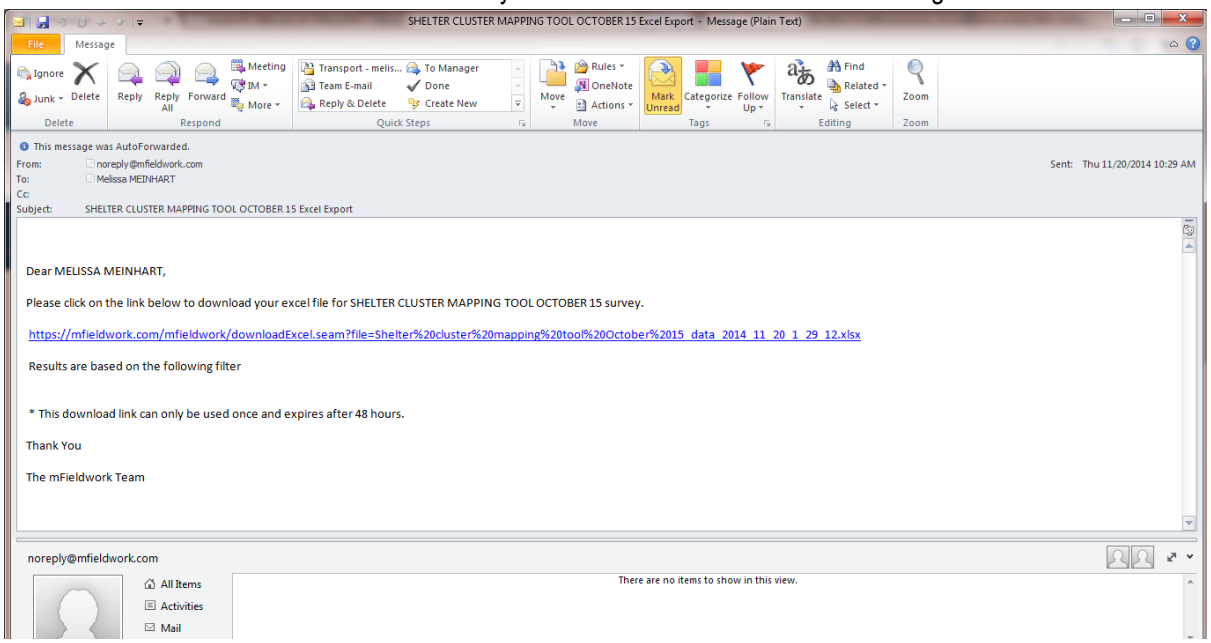
5. After selecting "SAVE AND CLOSE," the options on the screen will represent those surveys that were filtered. You may select survey responses individually or select "Select All". Please note that only 20 survey responses will be indicated on any single tab.



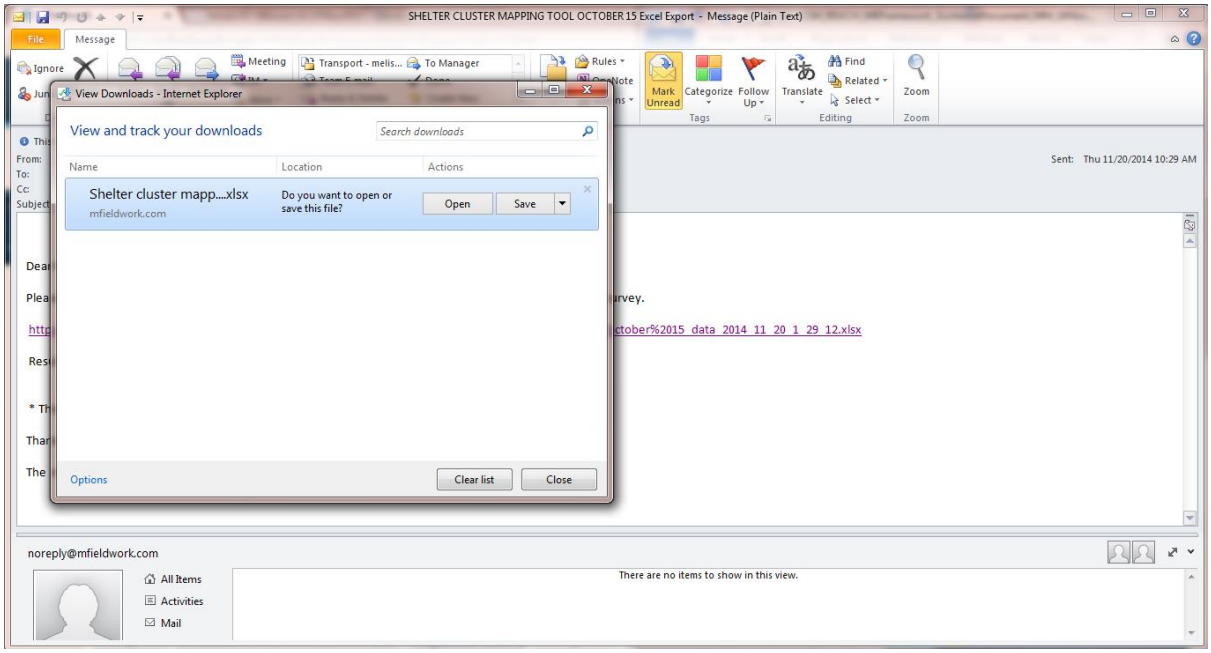
6. To export files, select the export icon and select what type of information you would like to receive - exports are available as excel documents of survey responses (see **Exporting Data** section), images, audio and/or video. Of note, images, audio and videos can only be exported in batches of 50 or less.



7. You will then receive an email to your associated email address with a single-use link.



8. Select the provided link, and you will be brought to a download page. At this page, you may save the file on your computer. When the upload is complete, select “Open”. File types vary depending on the information selected to export. Winrar is needed to open any images.



CLEANING DATA

Preliminary data cleaning should be done after each day of the assessment, to ensure the integrity of the data (see **Data Verification** section), and a thorough cleaning must be conducted at the end of the assessment. Proper instrument development will mitigate many common data entry problems; however, data cleaning is an essential part of any review of raw data. Data cleaning will vary per assessment, but there are several noteworthy areas that should be focused upon during trainings and when cleaning data:

GPS review – A quick step in data cleaning involves reviewing the location of the coordinates taken during data collection. Survey points should be evenly distributed across the settlement.

Open entry text – Open entry text questions leave room for interpretation. For settlement locations, training facilitators should highlight during the training of trainers how each settlement should be spelt, ideally in all capital letters. Team leaders and enumerators will need to practice spelling and entering settlements exactly as indicated by the training facilitator. During data cleaning, often the person cleaning will need to review the settlement question and align spellings. Other responses which are often misinterpreted are distance, time and currency questions. Again, these should be reviewed thoroughly during any training.

Direct observation – Direct observation questions are subjective by nature, but trainings should provide enumerators with practical examples to ensure synced perceptions of shelter types. Enumerators must be familiar with all shelter types and categories. During data cleaning, it is important to review the shelter type identified during the direct observation and the image collected, respectively. These mistakes should be caught early on, if applicable, as the skip logic associated with direct observation questions varies depending on shelter type.

ANNEXES

Annex 1: Indicator Matrix
Annex 2: Tool Desk Review
Annex 3: Sampling Guidance

ANNEX 1: INDICATOR MATRIX

Indicator	NFI	Emergency	Transitional	Permanent
	12	15	27	31
% of population with security concerns, by type	Yes	Yes	Yes	Yes
% of population, by place of origin	Yes	Yes	Yes	Yes
% of population, by reason for displacement	Yes	Yes	Yes	Yes
% population, by vulnerable groups	Yes	Yes	Yes	Yes
% of population, by shelter typology	Yes	Yes	Yes	Yes
Number/% of population, by settlement	Yes	Yes	Yes	Yes
Number of household members by age and gender	Yes	Yes	Yes	Yes
% of households and individuals identified as in need of non-food items, in accordance with agency designated beneficiary selection criteria	Yes			
% of households having received NFI assistance, by type	Yes			
Number/% of beneficiaries reporting a threat before, during or after the distribution	Yes	Yes		
Number/% of IDP households with difficulty accessing distribution points, by reason	Yes	Yes		
% of beneficiary households that report using distributed items as a means to address other needs	Yes	Yes		
Number/% of households that would re-use or recycle their shelter materials if they were to move elsewhere		Yes	Yes	
% of households and individuals identified as in need of shelter assistance, in accordance with agency designated beneficiary selection criteria		Yes	Yes	Yes
% of households having received shelter assistance meeting shelter standards defined by the cluster, by type		Yes	Yes	Yes
Number/% of beneficiaries reporting X problem related to their shelter assistance		Yes	Yes	Yes
% of households, by land tenure situation		Yes	Yes	Yes
% of households that report problems with the local community			Yes	Yes

% of households with lockable door			Yes	Yes
% of households without physical access to functioning markets			Yes	Yes
% of population with access to functioning basic services, by type			Yes	Yes
% of population, by different land tenure agreements and/or rent modality			Yes	Yes
% of population, by different settlement types (IDP, host, etc.)			Yes	Yes
Number/% of beneficiaries satisfied with their shelter			Yes	Yes
% of population, by reason to end displacement			Yes	Yes
% of settlement plans developed and implemented with participation of shelter assisted population and relevant stakeholders			Yes	Yes
Average plot area available per person/household			Yes	Yes
Number of households present in settlement, by type (e.g. host, IDP, etc.)			Yes	Yes
Number of shelters per plot			Yes	Yes
Use of plot, by type			Yes	Yes
% households by materials used for shelter roof/walls/floor/internal structure, by source			Yes	Yes
% of households reporting access to livelihoods within/outside the settlement			Yes	Yes
% of beneficiaries reporting access to and knowledge of a complaints mechanism				Yes
Number/% of shelter incorporating measures to prevent/mitigate security risks, in particular gender-based violence				Yes
Number/% of trained beneficiaries adopting maintenance skills				Yes
Number/% of households reporting plot size adequate to expand shelter				Yes
% of households with separated spaces within shelter				Yes

ANNEX 2: TOOL DESK REVIEW

Tool name	Agency	Type of tool	Date	NFI	Shelter Type	Needs Assessment	Registration Tool	Project Management Tool	Monitoring Tool	Evaluation Tool	Page #	Link
Emergency Preparedness and Response Planning (EPRP) Template:	DRC	template		n/a	Emergency							
Knowledge, Attitudes and Practices (KAP) Survey on Water, Sanitation and Hygiene (WASH) in Bossaso and Gaalkacyo in Puntland, Somalia	DRC	observation checklist, focus group discussion tool, household survey		n/a	n/a	Y						https://www.dropbox.com/s/othf5aysv2mk5rl/Annex%201%20HH%20Tool%20Revised.docx?dl=0 https://www.dropbox.com/s/fido0ws9zp7oswd/Annex%202%20FGD%20Tool%20rev.docx?dl=0 https://www.dropbox.com/s/1ll16xmboku18bx/Annex%204%20Observation%20Checklist.docx?dl=0
Shelter Construction Monitoring	NRC	household survey	2013	n/a	Permanent				Y			https://www.dropbox.com/s/eod76cu9yq2r7qn/Shelter%20Consruction%20Monitoring%20Tool.pdf?dl=0
Shelter Post Distribution Monitoring	NRC	household survey	2013	n/a	Transitional, Permanent				Y			https://www.dropbox.com/s/2i9a3j6y89o30ph/Shelter%20PDM%20Tool.pdf?dl=0
Settlement Development, Shelter and CRIs - NARE Checklist	UNHCR	observation checklist; household & community level informant Interview	2014	Y	Emergency, Transitional, Permanent				Y		7	https://www.dropbox.com/s/pngqmq7to5o9i4q/draft_needs_assessment_for_refugee_emergencies_checklist.pdf?dl=0
Community Level CRI Tracking Tool	UNHCR	monitoring matrix	2013	Y	Emergency, Transitio				Y			https://www.dropbox.com/s/ed8eufd0cpfg64i/annex_1_community_level_cri_tracki

					nal							ng_tool%20%281%29.xls?dl=0
Multi-sector Indicator Monitoring Sheet	Multi	monitoring matrix			Emergency, Transitional, Permanent				Y			https://www.dropbox.com/s/xee1onjrvh6ylx2/annex_3_south_sudan_indicators_monitoring_sheet_v1.xls?dl=0
Distribution Monitoring Form with Accountability Questions (Example)	CRS	household survey	2010	Y	n/a				Y		29-31	https://www.dropbox.com/s/sd7gktu2uw4pnxu/monitoring-evaluation-accountability-and-learning-in-emergencies.pdf?dl=0
Postdistribution Pile-Ranking Exercise (Example)	CRS	group discussion tool	2010	Y	n/a				Y	Y	27-28	https://www.dropbox.com/s/sd7gktu2uw4pnxu/monitoring-evaluation-accountability-and-learning-in-emergencies.pdf?dl=0
Field Officer Shelter Monitoring Form (Example)	CRS	observation checklist, key informant interview form			Emergency, Transitional, Permanent				Y		32-34	https://www.dropbox.com/s/sd7gktu2uw4pnxu/monitoring-evaluation-accountability-and-learning-in-emergencies.pdf?dl=0
Monthly Implementation Matrix	IOM	monitoring matrix		Y	Emergency, Transitional			Y	Y		###	https://www.dropbox.com/s/1q517n710eod4oy/monit_evaluation_audit_emergencies.pdf?dl=0
NFI Distribution and Monitoring Matrix (CAR)	UNHCR/ Shelter Cluster	monitoring matrix	2014	Y	Emergency			Y	Y			https://www.dropbox.com/s/hhrrbz36dr44ffv/unhcr_bangui_cri_shelter_activity_and_organizational_tracking_sheet.xlsx?dl=0
Shelter Accountability Framework	ECB	accountability evaluation matrix	2013	n/a	Emergency, Transitional, Permanent				Y	Y		https://www.dropbox.com/s/c5qte055fz4mb74/ml-ecb-shelter-accountability-010413-en.pdf?dl=0

Local Estimate of Needs for Shelter and Settlement Assessment	UN-HABITAT	observation checklist, focus group discussion tool, household survey, key informant interview form	2007	Y	Emergency	Y					40-56	https://www.dropbox.com/s/t9ecvjwdgpl904o/local_estimate_of_needs_for_shelter_and_settlement_toolkit_lenss.pdf?dl=0
Project/ Programme Monitoring & Evaluation Guidance	IFRC	general guidance; indicator tracking table; project management template	2011	Y	Emergency, Transitional, Permanent			Y	Y	Y	108 - 126	https://www.dropbox.com/s/y9ea3aiwpmpnfyu/IFRC-ME-Guide-8-2011.pdf?dl=0
Housing Assessment Tool (CAR)	Shelter Cluster	household survey	2014	n/a	Emergency	Y						https://www.dropbox.com/s/34cnembsg97oi2s/1.%20Fiche%20d%27evaluation%20initiale.pdf?dl=0
RRM Household Survey	Multi	household survey	2014	Y	Emergency, Transitional	Y						https://www.dropbox.com/s/pzyrlice3ni50du/RRM%20RCA%205%20-%20Enqu%C3%AAte%20M%C3%A9nage%20-%20v2.1draft..doc?dl=0
Emergency Shelter and Settlement Preparedness and Response Checklist	UNHCR	checklist	2012		Emergency			Y				https://www.dropbox.com/s/h9bv0d4zm5tv0ik/annex_4_shelter_and_settlement_preparedness_and_response_checklist.pdf?dl=0
Programme Indicator Tracking Tool	IFRC	monitoring matrix		Y	Emergency, Transitional			Y	Y			https://www.dropbox.com/s/r6u6gan69rn446s/ITT-with-examples.xls?dl=0

ANNEX 3: SAMPLING GUIDANCE

Given the large number of displaced populations, it is not possible to survey every household because it would be too costly or time consuming. Because of this, implementing organizations will use the following sampling methodology to draw valid conclusions about the entire displaced population. **Table 1** shows examples of sample sizes for different population sizes. The population size can be defined as the total number of households from each displacement cohort[4]. Implementing organizations can also use the following website to calculate sample sizes when they do not fall within the parameters in **Table 1**: www.surveysystem.com/sscal.htm

In cases where it is expected that there may be high levels of error, an additional buffer may be added to the sample. The amount of buffer needed will depend on the reliability of secondary data but ranges tend to fall between 5-15%.

Table 4: Sample Size Examples

Population Size (HH)	Confidence Interval	Confidence Level	Sample Size (HH)	Sample Size (HH) w/ 10% buffer
100	5	95%	80	88
200	5	95%	132	145
400	5	95%	196	216
500	5	95%	217	239
1000	5	95%	278	306
5000	5	95%	357	393
10,000	5	95%	370	407

RANDOM SAMPLING BEFORE DISTRIBUTION

For questionnaires in which a distribution list is not available (i.e. Shelter Review and ICCG Rapid Needs Assessment), a random sampling of households will be taken using the following methodology:

- Each enumerator is directed to a specific location within the IDP settlement by the team leader. The enumerator then walks the entire section, skipping every five houses. This ensures that households in different parts of the settlement are assessed.
- Enumerators use a pencil dropped on the ground to identify the direction of the walk, repeating each time until the boundary of the assigned area is reached.

RANDOM SAMPLING AFTER DISTRIBUTION

In all cases in which a sample of households is taken, sampling will be done randomly to ensure that each household from each distribution cohort has an equal chance of being chosen for the sample and thus eliciting representative results. The steps below outline how to sample from a total population of distribution recipients using **simple random sampling**:

1. Obtain/create a list of households who received items during the most recent distribution in Excel format
2. Use the RAND() function in Excel to randomize the beneficiary list
    a. Insert a column to the left of the distribution list
    b. Insert RAND() in the first cell of the new column and copy for all cells in the column to generate a list of random numbers
    c. Highlight the entire table and sort the data from lowest to highest using the new column as the reference point for the sort function

These steps have now provided the implementing organization with a fully randomized list from which to sample the required sample size. Once selecting the first X number of households according to the required sample size,

[4] Displacement cohort: Displaced households that were displaced to the same settlement at the same time.

generate a back-up list of possible households to interview in case of non-response from the first list. This list should be the same size as the first and randomized in the same way. When any household from the first list is not available to respond, the implementing organization then pulls from the second list as a replacement. Once the households that will be sampled are identified, it is then time to conduct the household survey.