

Research Terms of Reference

Migration from Afghanistan to Europe (2014-2017): Drivers, Return and Reintegration REACH Support to the Mixed Migration Platform

March 2017
Draft

REACH Informing
more effective
humanitarian action

1. Summary

Country of intervention	<i>Afghanistan</i>					
Type of Emergency		Natural disaster		Conflict	X	Complex Emergency
Type of Crisis		Sudden onset		Slow onset	X	Protracted
Mandating Body/ Agency	<i>DfID/Mixed Migration Platform</i>					
Project Code	<i>13 CUR</i>					
REACH Pillar		Planning in Emergencies	X	Displacement		Building Community Resilience
Research Timeframe	<i>1st of April – 30th of June</i>					
General Objective	To gain an in-depth, granular understanding of what shapes Afghans' decisions to return home, what facilitates reintegration at the community level, and what contributes to sustainable returns in the long-term.					
Specific Objective(s)	<p>The specific objectives of this study are to:</p> <ul style="list-style-type: none"> - Understand the profiles and motivations of Afghans returning from Europe, including the differences between: a) people who take part in “assisted” voluntary return schemes; b) people who are (forcibly) deported; and c) people who return on their own unaided, through either formal or irregular means. - Understand the current situation, needs and vulnerabilities of Afghan returnees from Europe - Analyse the factors that support successful reintegration upon return and contribute to sustainable returns 					
Research Questions	<p><i>Theme: Demographic and socio-economic profile</i></p> <ol style="list-style-type: none"> 1. What is the demographic and socio-economic profile of Afghans returning from Europe? <ol style="list-style-type: none"> a. How does this differ between different returnee groups, classified as: i) people who take part in “assisted” voluntary return schemes; ii) people who are (forcibly) deported; and iii) people who return on their own (unaided through either formal or irregular means). <p><i>Theme(s): Reasons for migration; Factors for return</i></p> <ol style="list-style-type: none"> 2. Which factors influence Afghans to move to Europe, which factors influence the return to Afghanistan and where do these returnees go back to and why (i.e. pre-migration location or somewhere else)? 					

	<div>a. How do motivations and preferences differ according to age, gender and socio-economic profile?</div> <div>b. How do these factors and preferences differ between different returnee groups?</div> <div>Theme(s): Ability to return; Facilitate return</div> <div>3. What factors make it possible for individuals to return to Afghanistan?</div> <div>a. How does this differ between different returnee groups?</div> <div>Theme(s): Migration effect; Sustainable return; Facilitating sustainable return</div> <div>4. Which factors facilitate reintegration of returnees and how do returnees feel they are perceived by the community?</div> <div>a. How do motivations and preferences differ according to age, gender and socio-economic profile?</div> <div>b. How do these factors and preferences differ between different returnee groups?</div> <div>Theme: Conditions for returnees</div> <div>5. What are the current situational conditions for returnees and how is this affected by different actors?</div> <div>a. What challenges (if any) do they face in accessing protection, housing, basic services, livelihoods etc.?</div> <div>b. What are the specific needs and vulnerabilities they face?</div> <div>c. How does their current situation differ from how they imagined it prior to going back?</div> <div>d. Do they intend to stay where they are or to migrate again?</div> <div>e. Does the situation differ based on age, gender and socio-economic profile?</div> <div>Theme: AVRR programs</div> <div>6. How can the success and failure of AVRR programs be identified?</div>				
Research Type		Quantitative		Qualitative	xMixed methods
Geographic Coverage	Afghanistan				
Target Population(s)	• Afghans who returned from Europe				
Data Sources	Secondary Data: -CMI (2008) Return to Dignity, Return to What? Review of the Voluntary Return Programme to Afghanistan -De Bree et al. (2008) Return Migrations to Afghanistan: Monitoring the Embeddedness of Returnees -M van Houte (2012 & 2017) Return Migration to Afghanistan: Moving Back or Moving Forward? -M van Houte (2014) Return to Afghanistan: Migration as Reinforcement of Socio-Economic Stratification -Ahmadi, B et al. (2016) The Forced Return of Afghan Refugees and Implications for Stability -European Union (2016) Joint Way Forward on Migration Issues between Afghanistan and the EU -Stanzel, A. (2016) Eternally Displaced: Afghanistan's Refugee Crisis and What it Means for Europe -IOM (2015) Comparative Research on the Assisted Voluntary Return and				

	Reintegration of Migrants -Samuel Hall (2014) Afghanistan Migration Profile -Merk, J. (2015) Children's rights in return policy and practice in Europe Primary Data: <ul style="list-style-type: none"> A minimum of 30 transcribed interviews consisting of about 10 discussions with respondents from each returnee group, conducted by REACH 	
Expected Outputs	<ul style="list-style-type: none"> 1 assessment terms of reference (ToR) 1 preliminary findings presentation. 1 research report 	
Key Resources	REACH Country Focal Point REACH GIS/DB Officer REACH Assessment Officer	
Humanitarian milestones		
	Milestone	Timeframe
	Cluster plan/strategy	
	Inter-cluster plan/strategy	
	X Donor plan/strategy	2017
	NGO plan/strategy	
	Other	
Audience		
	Audience type	Specific actors
	Operational	
	X Programmatic	Humanitarian and development actors working with returnees from Afghanistan
	X Strategic	UK & other European Governments
	Other	
Access	X	Public (available on REACH research centre and other humanitarian platforms)
		Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)
		Other
Visibility	<i>REACH, Mixed Migration Platform and DfID visibility</i>	
Dissemination	1. Research design and analysis phase: <ul style="list-style-type: none"> Presentation of research design at relevant working groups Country level joint analysis workshop Presentation of findings at relevant cluster meetings 2. Post publication <ul style="list-style-type: none"> Dissemination by REACH to partners at country level (via email) Dissemination by MMP to partners at regional level (via email) Upload onto relevant web portals (including the MMP website; REACH Resource Centre; Humanitarian Response Info; ReliefWeb; etc.) Blog post on MMP and REACH websites Potential conference paper (with support from MMP analyst in Amman) 	

1. Background & Rationale

Context

Afghanistan's recent history is steeped in migration. Nearly forty years of conflict, economic hardship and natural disasters that are both regular and widespread have resulted in huge numbers of the population migrating, both internally and externally every year. According to an ICRC study conducted in 2009, 76% of Afghans had experienced some form of displacement at least once during their lives.¹ Mass external migration from Afghanistan often fluctuates depending on a variety of factors. In 2014, a huge wave of refugees fleeing violence and conflict in Syria and Iraq coincided with the end of NATO's mission in Afghanistan and the subsequent departure of the International Security Assistance Force (ISAF). Armed opposition groups quickly gained power, and territory and military operations spread to areas of the country that had seen mostly peace for many years. For hundreds of thousands of Afghans, mobility was, and still remains, their only coping mechanism to manage conflict.² Although Afghans have been migrating to Europe for decades the numbers have dramatically increased in the last few years.

Between 2015 and 2016, IOM recorded over 300,000 Afghan's arrived in Europe, representing the second highest nationality after Syrians. Afghans travelling to Europe to claim asylum are overwhelmingly young, single and male, with a large majority (87%) aged 15-35.³ As of October 2016, the EU signed a deal to repatriate thousands of Afghans, meaning that many of the Afghans who applied for asylum in European countries have not or will not receive it.⁴ This year alone has seen 3 charter flights carrying 75 Afghan deportees arriving in Kabul from European nations.⁵ Others Afghans, finding life untenable in Europe, are deciding to return themselves. Some of these people are using their own resources whilst others return through assisted voluntary return and reintegration programmes run by international organisations and often funded by the migration departments of the European country they are in.

While a growing number of media organisations and humanitarian actors are documenting the experience of the large number of Afghans returning from Pakistan and Iran⁶, much less is known about the considerably smaller numbers of Afghans returning from Europe, nor about the sort of life that awaits them once they return. In particular, we lack information about the influence of socio-economic backgrounds and demographic profiles on return dynamics; and on the extent to which returnees' situation, needs and aspirations are shaped by their experiences along the journey to Europe, upon arrival in Europe, and on the way back to Afghanistan.

This assessment seeks to understand the socio-economic profile of Afghans returning from Europe, to identify the influences and motivations behind those who choose to return and to investigate the challenges and vulnerabilities they face once they arrive in Afghanistan. The assessment will provide a new lens through which to understand European repatriation strategies by assessing the current situation of Afghans who have returned by different means.

The return of rejected asylum applicants, both through deportation and assisted voluntary return programmes, has become increasingly important to European governments over the last decade.⁷ Taking into consideration the large and recent waves of Afghan migration to Europe and the new corresponding EU rulings concerning deportations, it is likely that the number of Afghans returning from Europe will rise in the near future. It is important for us to understand what kind of situation Afghans leaving Europe are returning to and how successful their reintegration into Afghan society will be. Profitable reintegration will play a large part in

¹ ICRC, Afghanistan: Opinion Survey and In-Depth Research (June 2009)

² OCHA, Humanitarian Response Plan Afghanistan January – December 2017 (Nov 2016)

³ IOM, Displacement Tracking Matrix (DTM) Migration Flows from Afghanistan and Pakistan Towards Europe (2016)

⁴ EU signs deal to deport unlimited Afghan asylum seekers accessed at <https://www.theguardian.com/global-development/2016/oct/03/eu-european-union-signs-deal-deport-unlimited-numbers-afghan-asylum-seekers-afghanistan>

⁵ IOM/UNHCR, Afghanistan Refugee and Returnee Chapter Meeting Minutes, 15/03/2017

⁶ Human Rights Watch, Pakistan Coercion, UN Complicity: The Mass Forced Return of Afghan Refugees

⁷ Chr. Michelson Institute, Return with Dignity, Return to What? Review of the Voluntary Return Programme to Afghanistan (2008)

dictating future intentions and a further understanding of reintegration will reveal whether most Afghans are actually re-entering into a cycle of European migration, attempting to return at the earliest possible opportunity.

This report will, in particular, focus on the difference in socio-economic profiles, influences and consequences of those who have returned completely voluntarily, through assisted programmes and through forced deportation. By looking at these different groups we can gain an understanding of what experiences, skills and motivations lead to a successful return to Afghanistan. The assessment will investigate the trends behind successful and sustainable integrations; whereby those returning are inclined to stay in Afghanistan rather than migrate again and whose family's lives have improved as a result of their time abroad. Sustainable return and reintegration may reduce the future number of Afghans migrating to Europe and could also drive others in Europe to consider returning home.

3. Research Objectives

The objective of this research is therefore manifold:

- 1) To gain an overall understanding of the migration profile, origins, European migration destination, and prevalent methods of return of Afghans who migrated to Europe between 2014-2017 and returned to Afghanistan in the same period
- 2) To gain an in-depth, granular understanding of why these individuals travelled to Europe and what shapes their motivation in returning to Afghanistan at the individual level
- 3) To determine and understand the factors which influence and facilitate the ability to return to Afghanistan
- 4) To gain an in-depth understanding of what facilitates reintegration at the community level and what enables the long-term and sustainable return of populations to their original communities
- 5) To understand the current conditions awaiting returning Afghans concerning needs and vulnerabilities and how this may shape future intentions
- 6) An understanding of the experiences, motivations, patterns and circumstances that result in successful reintegration
- 7) An enhanced understanding of the role of governmental actors, civil society organisations, international organisations and the local community in facilitating the return and reintegration of Afghan returnees
- 8) An understanding of the factors that influence the success and failure of large-scale Assisted Voluntary Return and Reintegration (AVRR) programmes

4. Research Questions

Theme: Demographic and socio-economic profile

1. What is the demographic and socio-economic profile of Afghans returning from Europe?
 - b. How does this differ between different returnee groups, classified as: i) people who take part in "assisted" voluntary return schemes; ii) people who are (forcibly) deported; and iii) people who return on their own (unaided through either formal or irregular means).

Theme(s): Reasons for migration; Factors for return

2. Which factors influence Afghans to move to Europe, which factors influence the return to Afghanistan and where do these returnees go back to and why (i.e. pre-migration location or somewhere else)?
 - c. How do motivations and preferences differ according to age, gender and socio-economic profile?
 - d. How do these factors and preferences differ between different returnee groups?

Theme(s): Ability to return; Facilitate return

3. What factors make it possible for individuals to return to Afghanistan?
 - b. How does this differ between different returnee groups?

Theme(s): Migration effect; Sustainable return; Facilitating sustainable return; Accessing resources

4. Which factors facilitate reintegration of returnees and how do returnees feel they are perceived by the community?
 - c. How do motivations and preferences differ according to age, gender and socio-economic profile?
 - d. How do these factors and preferences differ between different returnee groups?

Theme: Accessing resources; Conditions for returnees

5. What are the current situational conditions for returnees and how is this affected by different actors?
 - f. What challenges (if any) do they face in accessing protection, housing, basic services, livelihoods etc.?
 - g. What are the specific needs and vulnerabilities they face?
 - h. How does their current situation differ from how they imagined it prior to going back?
 - i. Do they intend to stay where they are or to migrate again?
 - j. Does the situation differ based on age, gender and socio-economic profile?

Theme: AVRR programs

6. How can the success and failure of AVRR programs be identified?

5. Methodology

5.1. Methodology overview

The project will take a qualitative approach with all respondents taking part in interviews. The interviews contain a short selection of closed-questions designed to profile the interviewee, followed by a more extensive set of open-questions. The project seeks to understand demographic, socio-economic and displacement characteristics of returnees to Afghanistan; information which can be acquired partly through the structured opening of the interview, but largely requires broader, open-ended discussion for more detailed responses. Not only does this approach allow us to understand the profile of returns, but it also provides for the exploration of drivers and factors that influence migration, return and reintegration.

5.2. Population of interest

The assessment will target Afghans who moved to Europe from Afghanistan between 2014-2017 and have since returned to Afghanistan during the same period (2014-2017).

5.3. Secondary data review

The initial secondary data review will help to identify issues around migration and return to Afghanistan, better informing indicator choices and the creation of the data collection tool. In instances where contact details are available, the efficient identification of participants in the assessment can take place. Analysis of survey findings will be influenced by the outcome of secondary data review.

More specifically, the aim is to align this assessment with existing datasets containing similar information, with the primary purpose of enabling direct comparison. As outlined in the 'data sources' section in the summary above, there exists an extensive body of information on the returnee situation from Europe, with a substantial amount of information on the situation in Afghanistan. However, there are gaps in this information in that no comprehensive, current assessment, profiling the demographics of these returnees exists. Alternatively, however, tool design and consequential comparisons will be made between the findings of this assessment and those of other MMP activities in other contexts, such as the Iraqi migration to Europe.

5.4. Primary data collection

Having completed secondary data review, an indicator list will be developed, outlining which themes will be covered by which part of the survey. A qualitative approach will be used to ensure in-depth data collection is carried out. Questions will be largely semi-structured, with a small number of prompts provided to allow for open discussion, including key structured questions to gather respondent characteristics, making sure as much relevant information is gathered during the process.

A total of around 30 interviews will take place, with ten interviews conducted for each of the following three displacement groups, allowing for insights in each returnee type:

- Forced returns
- Voluntary returns
- Assisted returns

Around ten interviews for each group was chosen as it is anticipated that this the point at which data saturation will take place. Purposive sampling will be used to purposefully select participants which fit the criteria, as this is a comparative study. It is expected that one group will likely be completed before the others, and so data collection for this group will stop and snowballing techniques will be used in the other groups until sufficient data has been collected and data saturation has been reached.

REACH will endeavour to use mixed gender teams of enumerators (using around four enumerators) and where possible will conduct interviews with both male and female returnees. Each interviewee will be asked whether they would be willing to participate in a focus group discussion, which will take place at four points throughout the data collection process.

Once a final draft tool is created, enumerators will be trained on its delivery, and piloted with participants to ensure all questions are clear. A final training will be held to cover any changes needed, identified during the pilot. All staff will receive training in the appropriate administration of surveys, including their introduction to the participants (highlighting the confidentiality of the information, and the intended use of the data). Protection concerns shall be reported to the Senior Field Officer and Assessment Officer, and if necessary referred to the Protection cluster.

The survey will be designed and noted in written format. The interviewer will record the session (provided permission is given by the interviewee) and notes will also be taken by the enumerator throughout the session. The process will work in a 2-day iterative cycle, with interviews being conducted one day, and transcribed into English by the enumerator, and analysis taking place the second day. This process allows for issues to be picked up early and can be used to inform the cycle and improve the quality of data collection. Each enumerator will debrief with a Senior Field Officer each night, focusing on more complex, open questions. This means issues previously not covered, or issues that we want further information on collected during the assessment can be explored. In conclusion, the enumerators will be responsible for providing in-depth notes. The Assessment Officer is responsible for receiving the translated notes, and providing feedback and discussing issues with the Senior Field Officer.

5.5. Data analysis plan

For the benefit of this qualitative analysis, data will be broken down by sub-groups and other relevant features in order to better explore possible relationships between key characteristics of respondents. This process thus begins with a short section containing closed questions, asking about respondent's age, gender, time of travel to and from Europe and basic socio-economic details. Commonly used qualitative analysis procedures will be employed, identifying key themes and mechanisms within the data.

The analysis will focus on: .

- **Frequency:** analysis will take into account the number of times key information is reported throughout the surveys. However, as per best research practice, frequency has not been associated with higher or lower importance. Frequency will inform the analysis on how much these specific issues are spread amongst the research target groups.
- **Specificity:** more emphasis will be given to specific, detailed issues that were reported, always taking into account bias of the respondents.
- **Extensiveness:** extensiveness of comments will be linked to how many different participants have reported a specific comment or issue.

6. Product Typology

Table 1: Type and number of products required

<i>Type of Product</i>	<i>Number of Product(s)</i>	<i>Additional information</i>
<i>Assessment Terms of reference</i>	1	

Preliminary findings
presentation

1

Research report

1

7. Management arrangements and work plan

7.1. Roles and Responsibilities, Organogram

Table 2: Description of roles and responsibilities

TASK DESCRIPTION	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
RECRUITMENT	ACTED HR Afg	REACH Country Focal Point	REACH Country Focal Point	ACTED/ IMPACT HQ
PROCUREMENT OF EQUIPMENT	ACTED LOGS Afg	REACH Country Focal Point	REACH Country Focal Point	ACTED/ IMPACT HQ
TOR/ANALYSIS PLAN DEVELOPMENT/SAMPLING	REACH Afg Assessment Officer	REACH Country Focal Point	Lis, Vincent, Gaia,	IMPACT HQ
PROJECT GOVERNANCE SET-UP, ENDORSEMENT OF TOR, ADVISORY COMMITTEE MEETINGS	REACH Country Focal Point	IMPACT Assessment Officer	Gaia	IMPACT HQ
SECONDARY DATA COLLECTION	IMPACT Assessment Officer/ REACH Afg Assessment Officer	IMPACT Assessment Officer	Gaia	IMPACT HQ
PRIMARY DATA COLLECTION & ANALYSIS	REACH Afg Assessment Officer/ IMPACT Assessment Officer	IMPACT Assessment Officer	Lis/Olivier, Alexandra	IMPACT HQ
OUTPUT PRODUCTION & ENDORSEMENT	IMPACT Assessment Officer	IMPACT Assessment Officer	Alexandra, Gaia, Luca	IMPACT HQ
DISSEMINATION & WORKSHOP	REACH Afg team	IMPACT Assessment Officer	Gaia	IMPACT HQ

Responsible: the person(s) who execute the task

Accountable: the person who validate 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

7.3. Work plan

Months	April				May				June				July			
Weeks	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Desk review																
Kick-off meeting																
Develop research design																
Incorporate feedback and finalize research design																
Develop tools																
Incorporate feedback and finalize tools																
Participant recruitment																
Staff recruitment																
Staff training																
Interviews																
Data cleaning																
Preliminary data analysis																
FDGs																
Debriefs																
Complete data analysis																
Produce outputs (report and presentation)																
Validation of outputs (HQ)																
Dissemination																

7. Risks & Assumptions

Table 3: List of risks and mitigating action

Risk	Mitigation Measure
<i>Partners and/or ministries are unwilling to cooperate</i>	Clear communication and outreach to key stakeholders conducted during initial stages of the project
<i>Participants are unwilling to participate in assessment (this risk will increase particularly during Ramadan)</i>	Clear communication about the objectives of the assessment to help relay the value of the data collected; replacement sample strategy in case of refusal to participate
<i>Security concerns prevent data collection</i>	Daily monitoring of security situation to identify safe periods for data collection; outsourcing of data collection to local partners
<i>Enumerator and participant fatigue due to fasting during Ramadan</i>	Reduce working hours and begin work earlier in the day to ensure quality of data; increase quality control measures (anticipate a higher dropout rate from potential participants); ensure focus group discussion does not go over 90 minutes

9. Monitoring and Evaluation

Table 4 : Monitoring and evaluation targets

IMPACT Objective	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)
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of x product from Resource Center	User monitoring	Country request to HQ	User_log	Y
	Number of individuals accessing IMPACT services/products					
		# of downloads of x product from Relief Web		Country request to HQ		Y
		# of downloads of x product from Country level platforms		Country team		N
		# of page clicks on x product from REACH global newsletter		Country request to HQ		N
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly		Country team		N
		# of visits to x webmap/x dashboard		Country request to HQ		N
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Reference monitoring	Country team	Reference_log	Afghanistan HNO 2018, Afghanistan HRP 2018

		# references in single agency documents				
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs	Usage M&E	Country team	Usage_Feedback and Usage_Survey template	
		Perceived usefulness and influence of IMPACT outputs				
		Recommendations to strengthen IMPACT programs				
		Perceived capacity of IMPACT staff				
		Perceived quality of outputs/programs				
		Recommendations to strengthen IMPACT programs				
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e. staff, vehicles, meeting space, budget, etc.) for activity implementation	Engagement Monitoring	Country team	Engagement_log	
		# of organisations/clusters inputting in research design and joint analysis			Engagement_log	
		# of organisations/clusters attending briefings on findings;			Engagement_log	

10. Documentation Plan

The following key documents and outputs should be filed for future reference:

- Assessment Terms of Reference
- Consolidated secondary data review matrix
- Primary data collection tracking matrix
- Clean primary dataset
- Primary data cleaning log

11. Annexes

1. Data Management Plan
2. Indicator list
3. Questionnaire

Annex 1 : Data Management Plan

Checklist Section	Questions to consider and guidance
Administrative Data	
Project Name	Migration from Afghanistan to Europe (2014-2017): Drivers, Return and Reintegration
Project Code	13CUR
Donor	DfiD/MMP
Project partners	ACTED, IMPACT initiatives, DfiD and MMP
Project Description	The overall objective is to understand the socio-economic profile of Afghans returning from Europe, to identify the influences and motivations behind those who choose to return and to investigate the challenges and vulnerabilities they face once they arrive in Afghanistan. The assessment will provide a new lens through which to understand European repatriation strategies by assessing the current situation of Afghans who have returned by different means.
Project Data Contacts	vincent.annoni@impact-initiatives.org ; elisabeth.vikman@reach-initiative.org thomas.stork@reach-initiative.org
DMP Version	1 May 2017
Related Policies	
Data Collection	
What data will you collect or create?	<p>This research contains two stages of data collection 1. Secondary data review 2. Primary data collection.</p> <ol style="list-style-type: none"> 1. Secondary data review: REACH will request to use all relevant and currently available data sources (ERM, UNHCR, OCHA and other project partners) to identify prolonged IDPs locations. 2. Primary data collection: Primary data will be collected by REACH data collectors through interviews, with parameters identified through the secondary data review (e.g. interviewee characteristics; probability sampling method). The primary data will be collected using paper forms and recordings (where security permits) and the processed data will be shared with all stakeholders.
How will the data be collected or created?	REACH will deploy data collection teams to key areas containing pre-identified suitable respondents. Data will be recorded and notes will be taken which will all be transcribed into English by the enumerator. The REACH database officer will review incoming data for potential errors; check and verify any possible corrections with the data collection teams. Once a data collection is completed, the final findings will be checked for errors, with any verifications and corrections made, recorded during qualitative data cleaning process. Findings and transcripts will be saved on the REACH server using REACH file name & document title standards.

	<p>Electronic File Name: REACH_Countrycode_typeofdocument_Crisisname_mandatingbody_MonthYear</p> <p>Document Title: Countrycode_producttype_crisisname_monthYear</p>
Documentation and Metadata	
What documentation and metadata will accompany the data?	<p>For better understanding and reuse of this assessment result as secondary data by stakeholders, REACH will produce a package of data, which contains cleaned database, factsheet, analysis, and maps.</p> <p>REACH will also add meta-data in the data-set of this assessment which contain:</p> <ol style="list-style-type: none"> 1. Methodology of the assessment 2. Limitations of the methodology 3. Year of the survey 4. Geographical coverage of the survey 5. Tag of sectors/thematic covered by the assessment 6. Description of any composite variables created 7. Data cleaning log
Ethics and Legal Compliance	
How will you manage any ethical issues?	<p>In accordance with the Code of Ethics and Conduct, REACH will ensure that every person from whom data is gathered for the purposes of research consents freely to the process on the basis of adequate information. They will also be able, during the data gathering phase, to withdraw freely or modify their consent and to ask for the destruction of all or part of the data that they have contributed.</p> <p>Throughout training of assessment teams, it will be emphasized that participants are not obliged to provide information they feel poses a risk to their well-being or if they feel this may cause a threat to their personal safety. Through constant feedback, such instances are reported to inform continuous improvements to training. Personal identifiable information will not be publicly disseminated to minimize/eliminate protection concerns for the assessed population. All data will be aggregated to a location and no household identifiers will be publicly visible from the reports and maps. If agencies request the raw data containing household identifiers, then the sensitive name/contact details will be removed and replaced with a unique key so that the identifier information can be re-connected at a later date, based on protection standards. If there is a further request for the names, REACH will contact OCHA (or in the case of secondary data, the discloser of this data) to examine whether the requesting agency can receive the identifier data or not, and if so, under which conditions.</p> <p>REACH will not collect personally identifiable data. REACH will include a request for consent within assessments to share household level information collected, which will only occur under the following circumstances:</p> <ul style="list-style-type: none"> - For REACH internal use for the purposes of data management (i.e. avoiding duplicate data collection) - With donor / partner organization where data-sharing agreement exists, and only for humanitarian purposes - With partner organization and/ or agency where specific and urgent need occurs, for example urgent medical needs or for other referral mechanism. - With the owner (i.e. the assessed party) of the information if requested. <p>REACH will work closely with relevant clusters to ensure assessment methodologies, indicators and analysis is sensitive to gender concerns and wider protection issues. Data collected will be disaggregated by age and gender, with the ability to identify vulnerable households. REACH will also work with relevant agencies in protection and health to ensure the referral of urgent cases.</p> <p>Specifically, all questionnaires and assessments will be designed in coordination and collaboration with relevant cluster leads, including Protection, Food security, WASH, Education, Health and displacement, with close coordination with OCHA. The sensitivity of questions is reviewed in coordination with protection colleagues. Specific protection assessments will be defined in close liaison with the protection cluster at a later stage.</p>

How will you manage copyright and Intellectual Property Rights (IPR) issues?	The anonymized dataset will be uploaded on the OCHA HDX web portal under open data license. Any anonymized secondary data that is incorporated in datasets uploaded on the OCHA HDX web portal will be fully referenced acknowledging the original data source.
Storage and Backup	
How will the data be stored and backed up during the research?	<p>REACH will be responsible for data storage, back up, and data recovery. Multiple data storages will be used to maximize data security, as outlined below:</p> <ol style="list-style-type: none"> 1. ODK-based server: The ODK server will be administrated by Impact HQ GIS team in Geneva, to which a limited number of REACH staff will have access (the device setting will only contain the URL of the forms and no password) and whenever any data is requested as per guidelines, it will be extracted from ODK-based server. 2. REACH country server: <ol style="list-style-type: none"> a. Pre Assessment: Before starting any assessment, specific separate folders will be made for each assessment (considering REACH documentation system) and will be protected by passwords b. During Assessment: A daily backup will be extracted from ODK server into and saved as an xls file in the specific assessment folder. c. Post Assessment: After completion of data collection REACH database officer will clean the data according to data cleaning guidelines and stop accepting submissions into ODK server for the specific assessment. Raw and cleaned data sets will be stored on the REACH country server xls format. 3. REACH global cloud: The final cleaned database of the assessment will stored by REACH HQ Geneva on the REACH Global Server in the CERN.
How will you manage access and security?	<p>The access policy to the data will differ by the time of assessment (during assessment and after assessment).</p> <ol style="list-style-type: none"> 1. During assessment: only designated technical staff (REACH GIS officer, Assessment officer, and database officer) will have access to ODK-based server. 2. After assessment: when data collection process is completed the cleaned anonymised data will be uploaded on the OCHA HDX web portal under open data license.
Selection and Preservation	
Which data should be retained, shared, and/or preserved?	REACH will not destroy any of the data set included in this research but will apply information anonymization policy (replacing sensitive fields in the data into codes) to ensure the sensitive information of households will not be shared with irrelevant parties.
What is the long-term preservation plan for the dataset?	Due to data security REACH will not keep any paper form (hard filling) from this assessment's data-set, The data set of this assessment will be archived virtually on the REACH country server, and global cloud as REACH primary data. REACH or other stakeholders can benefit from this information in future assessments, reports, and proposals.
Data Sharing	
How will you share the data?	The processed data (completed, cleaned, analyzed, and validated data) will be shared with all stakeholders through HDX web portal, humanitarianresponse.info website and REACH resource center. A copy of the dataset will be provided to cluster Information

	Managers upon request. Any anonymized secondary data incorporated in these datasets will be fully referenced, acknowledging the original data source.
Are any restrictions on data sharing required?	REACH will apply restrictions only on those data-sets which contain sensitive information such as beneficiary contact details, personal information and complainant identity. REACH will apply an anonymization policy, unlinking all sensitive information from the dataset while ensuring a unique record identifier is in place that enables reconnection of the information. If there is a further request for the sensitive information, REACH will contact OCHA (or in the case of secondary data, the Discloser of the data) to examine whether the requesting agency can receive the identifier data or not, and if so, under which conditions. No data will be disseminated before completing the data process (data cleaning and data validation).
Responsibilities	
Who will be responsible for data management?	REACH will be responsible for the assessment's data-flow and implementation of DMP and every single step of data collection and data process will be managed by REACH database officer. REACH will take lead in collaborative researches across partners and every server of partners will share their forms to REACH server.