

Research Terms of Reference

Support to Inter-agency Joint Cash Study in Yemen Yemen

December 2017
Version 1

REACH Informing
more effective
humanitarian action

1. Summary

Country of intervention	Yemen					
Type of Emergency		Natural disaster	x	Conflict		Emergency
Type of Crisis		Sudden onset		Slow onset	x	Protracted
Mandating Body/ Agency	OCHA					
Project Code	15 iACC / 15 iADS					
REACH Pillar		Planning in Emergencies	X	Displacement		Building Community Resilience
Research Timeframe	March – December 2017					
General Objective	To support joint inter-agency research study to determine the appropriateness of cash and market based intervention in Yemen.					
Specific Objective(s)	<ol style="list-style-type: none"> 1. To provide price and stock information baseline of relevant basic commodities in assessed markets to organizations operating cash-based response programs in Yemen. 2. To identify the constraints and capacity of vendors in supplying and price-setting basic commodities and services in assessed markets. 3. To provide an overview of existing financial providers, their capacity and coverage in order to inform the CMWG to give recommendation on the best response options; and organizations operating in Yemen on delivery mechanism of cash and voucher modalities. 4. To gather feedback from affected communities on access to market and their familiarity, acceptance and preferences for cash-based modalities and mechanisms. 5. To identify the potential constraints and risks of cash-based response in Yemen. 					
Research Questions	<p>How the market system in Yemen currently functions?</p> <p>What is the capacity of the financial service providers and existing cash transfer mechanisms in Yemen?</p> <p>What are community perceptions on access to market, acceptance of cash-based assistance, its safety and risks in Yemen?</p>					
Research Type		Quantitative		Qualitative	X	Mixed methods
Geographic Coverage	Accessible district across 22 governorates in Yemen					
Target Population(s)	All population					
Data Sources	Primary: <ul style="list-style-type: none"> - key informant interview with vendors - key informant interviews with financial service providers - Focus Group Discussions with the affected population 					

	Secondary: Reports and data sources identified through Desk Review of Cash and Market Studies in Yemen, February 2017, CMWG and REACH		
Expected Outputs	<div><div>1.</div><div>A final assessment report</div></div> <div><div>2.</div><div>Thematic static maps displaying primary and secondary data (as required)</div></div> <div><div>3.</div><div>Cleaned and compiled datasets for open review by partners, made available via the Humanitarian Data Exchange (HDX)</div></div>		
Key Resources	Data collection: in-kind contributon from UNHCR (IP: ADRA, Intersos and YFCA), UNICEF (IP: Prodigy), Oxfam, NRC, ACTED, ADRA, SCI, ACF, IRC Analysis: Provided by REACH		
Humanitarian milestones	Milestone		Timeframe
		Cluster plan/strategy	
	x	Inter-cluster plan/strategy	HRP – November / December 2018
		Donor plan/strategy	
	x	NGO plan/strategy	
	x	Other	CMWG strategy / December 2018
	Audience	Audience type	
		Operational	
X		Programmatic	CMWG, NGOs
X		Strategic	OCHA, clusters
		Other	
Access		X	Public (available on REACH research center and other humanitarian platforms)
	X	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)	
		Other	
Visibility	CMWG as leading agency with REACH remote support		
Dissemination	Report - Through CMWG, OCHA mailing lists, REACH network, public repositories Dataset – Shared with CMWG and OCHA		

2. Background & Rationale

According to the Cash and Market Working Group (CMWG), cash and/or vouchers were distributed in 13 out of 22 governorates (80 districts) in 2016, with cash interventions from multiple sectors ongoing in at least 29 districts. The Food Security and Agriculture cluster had the biggest cash/voucher programme, followed by Shelter, Protection (including GBV), Health, and Early Recovery. Primarily cash and voucher interventions by the humanitarian community in Yemen have been used to respond to sectoral needs. However, in 2016 small-scale Multi-Purpose Cash Grants (MPG) have emerged as actors seek flexible responses to a dynamic context. The CMWG anticipates the scale of MPG interventions is very likely to increase during the latter part of 2017, as agencies seek ways to allow beneficiaries to adapt to the changing situation easily.

In order to critically analyse the situation and to make recommendations on the appropriateness, effectiveness, and efficiency of market/cash based approaches in Yemen, in January 2017 the CMWG with support of REACH undertook a review of existing information which can inform humanitarian programming. The particular focus of the review could form a basis for a study on the appropriateness of cash/voucher programmes in Yemen.

The available studies gathered by CMWG and reviewed by REACH did not provide conclusive evidence on cash assistance being the most appropriate and feasible form of assistance for the current situation in Yemen. Cash/voucher-based programming assessments are limited besides regular monitoring of price and availability of food, livestock and fuel commodities providing some insight into market functionality. There is also fragmentary information on financial service providers and social acceptance of cash assistance although neither topic has been investigated in detail or with full geographic coverage. Considering these limitations, a more comprehensive inter-sectorial study involving all relevant actors and using the cash feasibility criteria developed at global level will help provide a better overview of cash profile for Yemen.

The four humanitarian agencies (NFDHR, ACF, NRC and Oxfam) funded by the Humanitarian Pool Fund have been working on the feasibility study in a few districts. With the presence of these four agencies at the district level, the CMWG was looking to expand the study at the governorate level along with the help of other interested agencies in other regions. The inter-agency assessment will use the framework for Joint Cash Based Transfers Feasibility Assessment developed by four UN agencies (UNICEF, WFP, UNHCR and OCHA) at the global level under a DFID project.

REACH has offered to remotely support the joint study with technical expertise, notably by:

- providing advice to development of tools and methodology of the study;
- providing technical and coordination support for data collection;
- leading on technical data management and data cleaning;
- developing data analysis framework and leading data analysis process, ensuring involvement of relevant actors;
- designing final output, drafting and disseminating; and
- producing maps and data display information products.

After the discussion and finalization on the aim, scope and participation of the study by the CMWG, the Technical Assessment Working Group (TAWG) co-chaired by REACH and OCHA will be established to coordinate the design, implementation and analysis phases.

3. Research Objectives

The main objective of the joint study is to determine the appropriateness of cash and market based intervention in Yemen.

The specific objectives has been defined by CMWG members interested in conducting the assessment during the initial coordination meeting:

1. To provide price and stock information baseline of relevant basic commodities and services in assessed markets to organizations operating cash-based response programs in Yemen.
2. To identify the constraints and capacity of vendors in supplying and price-setting basic commodities and services in assessed markets.
3. To provide an overview of existing financial providers, their capacity and coverage in order to inform:
 - the CMWG to give recommendation on the best response options; and
 - organizations operating in Yemen on delivery mechanism of cash and voucher modalities.
4. To gather feedback from affected communities on access to market and their familiarity, acceptance and preferences for cash-based modalities and mechanisms.
5. To identify the potential constraints and risks of cash-based response in Yemen.

These objectives should frame the required methodologies of data collection, the content of inquiry, as well as the subsequent calculation, interpretation, and presentation of the findings.

The inter-agency assessment is guided by the Joint Cash Based Transfers Feasibility Assessment framework and its corresponding Joint Cash Based Transfers Feasibility Analysis framework developed by four UN agencies – UNICEF, WFP, UNHCR and OCHA – at the global level (see Annex 1). Upon reviewing the frameworks within the specific context of Yemen, key areas for data collection with the support of REACH has been identified. Research questions have been drafted based on the frameworks and adjusted according to the context of humanitarian action and capacity in Yemen (see annex 2: *Yemen CMWG Cash Feasibility Study - Data Analysis Framework*). Other components of the frameworks under response analysis will be led and undertaken by CMWG.

The assessment specified under this terms of reference document will partially cover the criteria listed under the framework for Joint Cash Based Transfers Feasibility Assessment (for the full list of criteria, see Annex 1). More specifically, under the leadership of the CMWG and with the support of REACH, the assessment will focus on:

1. Market System Function
2. Service Provider Capacity & Transfer Mechanisms
3. Community Access to Market, Acceptance, Safety, and Risks

Research design for the three thematic areas is made jointly while data collection and analysis for each thematic area can be independently implemented with separate outputs. The overall analysis on cash- and market-based response will be guided by the Joint Cash Based Transfers Feasibility Analysis framework.

4. Research Questions

The research questions to be addressed by primary data collection and review of secondary data are defined by the following thematic areas:

- 1) Market System Function
 - a) Are commodities and services considered as basic and essential by humanitarian actors available in the local markets?
 - b) What are the median prices of basic commodities and services?
 - c) What are the average stock levels of basic commodities?
 - d) From where and how often do vendors refill their stocks?
 - e) What are the constraints faced by vendors in transporting, buying and selling basic commodities and services?
 - f) How many vendors are selling similar commodities or services in the same local market?
 - g) Do vendors have access to financing or credit services?
 - h) How does the overall economic situation in the country affect local markets?
- 2) Service Provider Capacity & Transfer Mechanisms
 - a) What is the capacity, coverage, services and costs of financial service providers?
 - b) Do financial service providers have sufficient access to male and female beneficiaries?
 - c) Is there functioning infrastructure for e-transfers/mobile banking (internet, etc.)?
 - d) What is the coverage and capacity of government social protection system as possible cash transfer delivery mechanism?
 - e) Is it possible that particular groups will be excluded from accessing assistance due to lack ID/bank account, mobile phone etc. and what are the mitigation measures?
- 3) Community Access to Market, Acceptance, Safety, and Risks
 - a) What are the factors influencing community¹ access to local markets?
 - b) What are the barriers for the community to access assistance through financial service providers?
 - c) What is the community familiarity and acceptance for cash-based modalities?
 - d) What are the community preferences for cash-based modalities and delivery mechanisms?
 - e) What are the negative/positive impacts of cash-based assistance on household and community relations?
 - f) What are the potential risks associated with cash-based assistance on the safety and security of recipients?
 - g) What is the likelihood and severity of identified risks or negative impact?
 - h) Can the identified risks/negative impacts be mitigated?

Research questions are disaggregated by types of goods and services where relevant and possible. This will be finalized and clarified by the Technical Assessment Working Group (TAWG) in consultation with the respective Clusters.

5. Methodology

5.1. Methodology overview

A.1.1. Data collection strategy by research area

a. Market system function

Prior to market monitoring, the items of a Minimum Expenditure Basket (MEB, the minimum group of items required to support a Yemeni household for one month), will need to be determined. More specifically, the process will be as follows:

¹ All "community" response will be disaggregated by gender, age group, and other characteristics as decided by the Technical Assessment Working Group (TAWG).

- i. **Review of items in the Cluster-specific MEB and propose a common MEB:** The review aims to analyse the rationale behind each item in the context of a MEB, look for potential missing items and will include as data sources: information shared by partners on household spending based on assessments and post-distribution monitoring, feedback and interviews with national staff, information from the Cluster guidance and SPHERE standards related to each item.
- ii. **Finalization of items in the MEB** by the Technical Assessment Working Group (TAWG) with the relevant Clusters. In case MEB cannot be finalized based on existing experience and knowledge within the TAWG and Clusters, additional data collection in the form of community group discussions may be necessary.
- iii. **Finalization of list of permanent markets** for monitoring, including information on accessibility of markets based on assessment capacity and accessibility of districts reported by CMWG members.
- iv. **Agreement of data collection plan:** division of areas and agreement on timeframe among partners
- v. **Market monitoring of items in the MEB** through key informant interviews of retailers and owners of services in accessible/selected districts.
- vi. **Analysis of market monitoring results** based on feedback from TAWG and secondary data review of related reports and assessments.

In each assessed district, at least one 'permanent market' will be assessed based on the working definition finalized by the cash study Technical Assessment Working Group (TAWG). A **permanent market** should have the following characteristics:

- Housed in a permanent structure, not a temporary structure where traders bring their stalls for one day.
- There should be different types of food and non-food commodities available in this market such as bread, fresh food, canned food, hygiene articles, fuel, gas, etc.
- The market's size should be medium or large: there should be at least 1 wholesaler within the market.
- Populations from smaller villages should be coming to this market to get supplies.

For districts with more than one permanent market, a maximum of two markets will be assessed. The two markets will be selected based on the number of wholesalers in the market:

- One "smaller" permanent market: 1-5 wholesalers in the market
- One "bigger" permanent market: 5-10 wholesalers in the market

For small or rural districts where there are no markets satisfying the definition of "permanent market", the central market of the largest settlement in the district will be selected for data collection.

In the selected markets, enumerators will reach out to Key Informants (KIs) – food and non-food item retailers, owners of the services, fuel traders etc. – to collect data on basic commodities and services:

- **Price:** Price data from a minimum number of 3 quotations per item per market (i.e. the cheapest price for that item from at least 3 different traders in a single market). Multiple quotations will provide an average price of an item in a market which would be a more accurate price data for (localized) cash programming. Minimally, this would entail at least 3 KI interviews per market. In the event that there are fewer than 3 quotations found for an item in a market, the shortcoming will be noted which would affect the assessment's confidence on the estimated average price for that item.
- **Stock levels:** The number of days the trader last restocked the item and the number of days for restocking upon request.
- **Availability:** The availability of an item in each market (i.e. item will be categorised as facing "market shortage" for that market if it is not available for any of its traders).

KIs' retail establishments will be selected based on the criteria defined by the TAWG.

The questionnaire for the KI interviews will be developed by REACH and validated by TAWG.

b. Service Provider Capacity & Transfer Mechanisms

Based on desk review and inputs from CMWG, the main service providers used by agencies for the delivery of cash assistance in Yemen are: (i) the Yemen Post Office; (ii) Al-Kureimi (microfinance institution); (iii) Al-Barq (microfinance); (iv) Al-Herdy (microfinance); and Al-Amal (bank). This however is not an exhaustive list of all available financial service providers in the country. As much as possible, all of the financial service providers cited above and beyond will be included.

The CMWG has proposed the UNHCR Cash Delivery Mechanism Assessment Tool (CDMAT) as a possible tool for assessing service provider capacity and transfer mechanism. It has been designed based on the UNHCR Operational Guidance for Cash-Based Interventions in Displacement Settings and analyses six cash delivery mechanisms: (i) direct cash payment; (ii) delivery through an agent/ over-the-counter (OTC); (iii) pre-paid card; (iv) smart card; (v) mobile money; and (vi) bank account. It does not cover vouchers.

The CDMAT's assessment scoring questionnaire² comprise a series of questions to be answered by the implementing organization's staff based on their interview with each financial service provider on: (i) user registration and experience; (ii) financial service provider capacity (in terms of operations, management, speed, resilience); (iii) information security and control (including risk management, data protection and compliance with internal policies); (iv) cost-efficiency (to the organization and user); and (v) ease of implementation (in terms of processes, flexibility, scalability, and human resource needs). Upon further review, some of the research questions in this terms of reference can be adequately answered by the assessment scoring tool, while others will need supplementary questions³, as summarized below:

Research question	Main related CDMAT assessment scoring question(s)	Comments
What is the capacity, coverage, services and costs of financial service providers?	<p>Can the FSP demonstrate previous experience with humanitarian cash transfers?</p> <p>Can the cash transfer process be completed within a timeframe consistent with programme needs?</p> <p>Does the FSP already have the required technology/liquidity?</p> <p>Is the overall pricing of the service in line with budget?</p> <p>Can the FSP adapt to changes in programme design including variations in beneficiary numbers and amount transferred in a reasonable timeframe?</p> <p>Is the on-the-ground support offer by the FSP sufficient?</p>	The scoring questionnaire alone will not provide an overview of all existing financial providers, their services and geographic coverage in Yemen.
Do financial service providers have sufficient access to beneficiaries?	<p>Does the FSP have sufficient transaction points/agents to meet programme needs?</p> <p>Do the priorities of the FSP for restoring service (geographical area, service quality) meet programme needs?</p>	Potentially adequate.

² See the "CDMAT Section 6 – Assessment Scoring Sheet".

³ Some of the supplementary questions could be derived from other sections of the CDMAT, e.g. the decision trees for each cash delivery mechanism and sample questions from the Assessment Checklist.

Can alternative solutions be put in place for those who cannot physically access the service?

Do persons of concern need to travel a long distance to access the service?

Is there functioning infrastructure for e-transfers/ mobile banking (internet, etc.)?	For MNOs, is the maximum recovery time for voice calls, SMS, internet consistent with programme needs?	Needs supplementary questions.
	In an MNO, has the FSP signed up to the GSMA Code of Conduct for Mobile Money Providers?	

What is the coverage and capacity of government social protection system as possible cash transfer delivery mechanism?	The CDMAT does not have specific questions on the capacity and coverage of government social protection system as possible cash transfer delivery mechanism.
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Is it possibility that particular groups will be excluded from accessing assistance due to lack ID/bank account, mobile phone etc. and what are the mitigation measures?	Do persons of concern have/can be provided the necessary documents to meet KYC requirements and register to the service?	Needs supplementary questions.
	If no, can persons of concern be provided with the necessary documents to meet KYC requirements by the organization/Government and register to the service?	

The CDMAT will need to be adapted to provide an overview of existing financial providers and their geographic coverage in order to inform organizations operating in Yemen on delivery mechanism of cash and voucher modalities. The TAWG with the support of REACH will adjust the questionnaire for the context of financial service providers in Yemen (further responsibilities for any subsequent work to be assigned). Part of the study – i.e. on electronic transfers – will be based on secondary data collected by CMWG members using e-transfer as a delivery mechanism in a mapping exercise of the areas of intervention and documentation of lessons learnt.

c. Community Access to Market, Acceptance, Safety, and Risks

The method for the community assessment proposed would be Focus Group Discussions (FGD) and/or key informant interviews (KII). FGD participants will discuss:

- the community's access to markets;
- its familiarity and acceptance for cash-based modalities;
- its preferences for cash-based modalities and delivery mechanisms;
- the potential negative or positive impacts on household and community relations;
- the recipients' safety and security risks (including protection and gender concerns); and
- if and how these risks and negative impacts can be mitigated.

Focus groups will be selected based on social demographic characteristics (e.g. men, women, host community, IDPs) and for each accessible governorate with the possibility of further stratification by other factors (e.g. urban/rural, distance to markets) if relevant and possible. All "community" responses will be disaggregated by gender, age group, and other characteristics as decided by the Technical Assessment Working Group (TAWG). The related questionnaire and focus group discussion guidance materials will be developed by REACH.

To account for different market access situations across a governorate, travel time to market will be used to approximate access and based on that the following districts will be selected for each governorate:

- one "high access" district in which most communities do not require more than 45 minutes to travel to the nearest markets; and
- one "low access" district in which most communities require more than 1 hour to travel to the nearest markets.

The travel time threshold can be adjusted according to the specificity of the governorate based on the prior approval of the TAWG.

In each district a minimum of 4 focus groups will be conducted based on the following categorisation: IDP women, IDP men, Host Community women, and Host Community men. All groups should be of mixed age with at least one participant above the age of 60 year. For certain districts, additional focus groups can be conducted based on TAWG-approved new categories, e.g. Muhamasheen, returnees, and the non-displaced population.

In the event of lack of access to conduct focus group discussions, remote-based key informant interviews may be conducted. The use of this method will be discussed and finalized at the TAWG level. Additional districts in the governorate can be included in the study based on a TAWG partner request and approval by TAWG.

5.2. Population of interest

Population of Yemen

5.3. Secondary data review

For triangulation and providing contextual explanations on prices and stocks results from the market monitoring, a Secondary Data Review (SDR) will be conducted. It will focus on previous market assessments conducted in Yemen, reports on market and livelihood-focused interventions, similar assessments conducted in other conflict contexts, as well as documents analysing the economic situation in Yemen. Below is a non-exhaustive key bibliography:

Data source for Market Assessment	Issued by
Market Watch Report	WFP
Monthly Market Monitoring Bulletin	FSIS (FSTS/MOPIC and FAO)
Yemen Food Security Update	FSIS (FSTS/MOPIC and FAO)

Market Study 2010	WFP
Survival Minimum Expenditure Basket, Northern Syria: Guidance Document	REACH
MEB/SMEB Calculation for Syrians living in Turkey September 2016	REACH

5.4. Primary Data Collection

In-country physical access and other assessment-related constraints are expected to be a deciding factor on the scope and data collection strategy of this study. For this purpose, an initial scoping survey on assessment-related constraints has been conducted jointly with OCHA Yemen office between 16 and 23 March 2017.

The data collection strategy will depend on the possible level of access to the population of interest. In areas with restricted access, some of the data collection may be conducted through a key informant and/or take place remotely, i.e. via phone or internet communication. This is likely to affect the reliability of the information obtained.

The preferred data collection method is direct survey conducted with market actors, service providers and communities. If sufficient data could not be collected this way, remote data collection will be considered as an option with phone-based surveys as the most likely method.

a. Areas directly accessible for data collection

In all districts where at least one of the participating agencies has physical access, the data collection will be done through direct surveys. For each participating agency, the district for data collection will be assigned based on its physical presence in district; and/or declared ability to travel to given district.

b. Areas not directly accessible for data collection

For districts where none of the participating agencies have physical access, the following steps will be undertaken:

- If the overall access and assessment constraints to districts are reported to be low⁴, the TAWG will reach out to partners operating in the area requesting their support for the study;
- If overall access and assessment constraints to districts are reported to be high, the district will be excluded from direct data collection. After reviewing the sampling frame, either remote data collection will be organised or the district(s) will be fully excluded from data collection.

Enumerators and field coordinators: Where possible, data collection will be conducting using staff seconded by contributing agencies for the purposes of this assessment. In the event that these resources are unavailable for the assessment, and pending the availability of additional funds, enumerators will be recruited for the duration of the assessment.

Enumerators will be responsible for conducting interviews using relevant tools and following provided guidance.

Field coordinators will be supervising teams of enumerators to ensure smooth implementation of data collection plan and communication with REACH and TAWG.

Training of enumerators: To ensure good quality and consistency in data collection, the standardize guidance materials for enumerators and joint training session prior to data collection will be organised by REACH. If feasible, all enumerators or team leaders/field coordinators will be brought to Sana'a for the training. In case of significant constraints to do so, the digital materials and webinars could be organise.

⁴ Based on the results of the REACH survey of partners conducted jointly with OCHA Yemen office, 16-23 March 2017.

Logistical Support: As with data collection staff, vehicles and transportation for the purposes of the assessment will be, where possible, sourced from agencies contributing to CMWG study. In the event that vehicles are not available, and pending the availability of additional funds, drivers and transportation will be recruited as appropriate.

Community Engagement: Upon arrival in selected area, the team leader will be responsible for introducing the local authorities to the objectives of the assessment to ensure acceptance.

Data Collection Platform: The primary data collection will be conducted either using a mobile data collection or paper form, depending on the constraints on the ground. In case some areas require use of the paper forms, the data will be input to the mobile questionnaire on the end of each day. In either case, completed assessment forms will be uploaded directly to the online data aggregator on a daily basis for analysis. The backend data aggregator will be managed through the REACH Initiative.

Completed assessment forms will be checked for inconsistencies and mistakes on daily basis.

5.5. Data Analysis Plan

REACH will manage the research process transparently with clear communication with and regular inputs from the TAWG at the following stages:

- Review of MEB
- Tool development
- Development of data collection plan
- Training of enumerators
- Data collection
- Data analysis and report drafting
- Report validation

After field data collection is finalised, REACH and CMWG will hold a preliminary analysis workshop with agencies involved in assessment and other relevant actors (if necessary including government representative). During this workshop, input will be received from relevant actors to facilitate the production of the final analytical report.

Following the conclusion of data collection the following deliverables will be produced by the REACH in close cooperation with CMWG partners and other relevant actors etc.;

- A final assessment report
- Thematic static maps displaying primary and secondary data (as required)
- Cleaned and compiled datasets for open review by partners, made available via the Humanitarian Data Exchange (HDX)

6. Product Typology

Table 1 : Type and number of products required

Type of Product	Number of Product(s)	Additional information
Report	1	Report should include 3 components of study, however if any of components won't be finalised in time the report will be published with remaining components only and additional publication should be issued in later term
Dataset	1	
Map(s)	Minimum 1	Thematic static maps displaying primary and secondary data (as required)

7. Management arrangements and work plan

7.1. Roles and Responsibilities, Organogram

CMWG

CMWG Coordinator:

- Overall supervision of the project
- Identification of agencies willing to contribute to the study among CMWG members
- Validation of the final products before dissemination and release
- Take the lead in conducting external coordination and ensuring buy-in for the study with HCT stakeholders, donors and government actors.

CMWG members:

- Agree on aim, scope and timeframe of study
- Nominate members of the TAWG (including agencies taking part in assessment but are not part of CMWG)
- Provide data collection capacity according to their coverage and availability
- Support design of study and analysis phase with sector-specific expertise

REACH Initiative

- Lead on tools and analysis framework design
- Development of training materials for enumerators and technical support for data collection
- Supporting Field Coordinators in managing the field data collection
- Lead on technical data management and data cleaning
- Data cleaning, data analysis, products drafting, and dissemination
- Production of GIS and data display information products

TAWG

The coordination for the design, implementation and analysis of the assessment will be managed by the TAWG co-chaired by REACH and OCHA, as per the TAWG TORs (to be approved on first meeting). TAWG members will be chosen among the agencies contributing to the study invited by the CMWG.

In line with the TAWG TORs, the responsibilities of TAWG participants are as follows:

The REACH Assessment Officer's responsibilities:

- Take overall lead in planning and organizing research, ensuring that all data and deliverables are delivered on time and are of high quality.
- Lead the drafting of the study's methodology and research tools for review and feedback from TAWG
- Lead the data analysis and drafting of the final report, with input from TAWG participants and field coordinators, enumerators, and HCT stakeholders.

The TAWG participants' responsibilities:

- Contribute resources (including data) to assessment.
- Those providing sector-specific advice will review draft documentation and tools, and provide at minimum one round of written feedback prior to each subsequent TAWG meeting and/or within each deadline as agreed upon in the TAWG TOR.
- Provide written feedback to the draft of the final products before their validation.

Table 2: Description of roles and responsibilities

Task Description	Output	Responsible	Validation	Consulted	Informed
A.0. Initial discussion among partners on study aim & scope	Action points from meeting	CMWG		REACH	AMWG
A.1. CMWG members to confirm areas of possible access	List of areas of possible access	CMWG	REACH		
A.2. Assessment constraint survey among NGOs	Mapping of assessment constraint per area	OCHA REACH	OCHA	AMWG CMWG	Humanitarian Community
A.3. REACH to draft and share ToRs	Draft ToRs	REACH	CMWG-C		CMWG
A.2. CMWG to confirm resources for assessment	Resource plan	CMWG	CMWG-C	REACH	
A.3. Finalisation of ToRs, partners involvement, timeframe	Finalized TORs & work plan	REACH	CMWG		AMWG OCHA
A.4. Establishment of TAWG	TAWG 1 st meeting, TAWG TORs	CMWG REACH OCHA			AMWG
A.4. Review of MEB	Finalized MEB	TAWG	REACH	CMWG Clusters	
A.5. Tool development	Tools for data collection	REACH	TAWG	Clusters	CMWG AMWG
A.6. Desk review to inform data collection	Desk review study	REACH	TAWG	Clusters	CMWG
A.7. Development of data collection plan	Data collection plan	REACH	TAWG	Clusters	CMWG
A.8. Training of enumerators	Trained enumerators	REACH Participating agencies		TAWG	
A.9. Data collection	Raw datasets	Participating agencies	REACH	TAWG	CMWG
A.10. Data cleaning and processing	Data cleaning log	REACH	TAWG		
A.10. Data analysis and report drafting	Draft report	REACH	TAWG		
A.10. Report validation	Finalized report	REACH OCHA	TAWG	CMWG Clusters	Humanitarian Community

Note: CMWG: CMWG members, CMWG-C: CMWG Coordinator; Participating agencies: agencies participating in data collection; AMWG: Assessment Monitoring Working Group

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

Activities	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
A.0. Initial discussion among partners									
A.1. CMWG members to confirm areas of possible access									
A.2. Assessment constraint survey among NGOs									
A.3. REACH to draft and share ToRs									
A.4. CMWG to confirm resources for assessment									
A.5. Finalisation of ToR, partners involvement, timeframe									
A.6. Establishment of TAWG									
A.7. Review of MEB									
A.8. Desk review to inform data collection									
A.9. Tool development									
A.10. Development of data collection plan (pilot, baseline)									
A.11. Training of enumerators (pilot, baseline)									
A.12. Data collection (pilot, baseline)									
A.13. Data cleaning and processing (pilot, baseline)									
A.14. Data analysis and report drafting									
A.15. Report validation									

8. Risks & Assumptions

Table 3 : List of risks and mitigating action

Risk	Mitigation Measure

9. Monitoring and Evaluation

Table 4 : Monitoring and evaluation targets

Objective	Indicator	Target	Data collection methodology

10. Documentation Plan

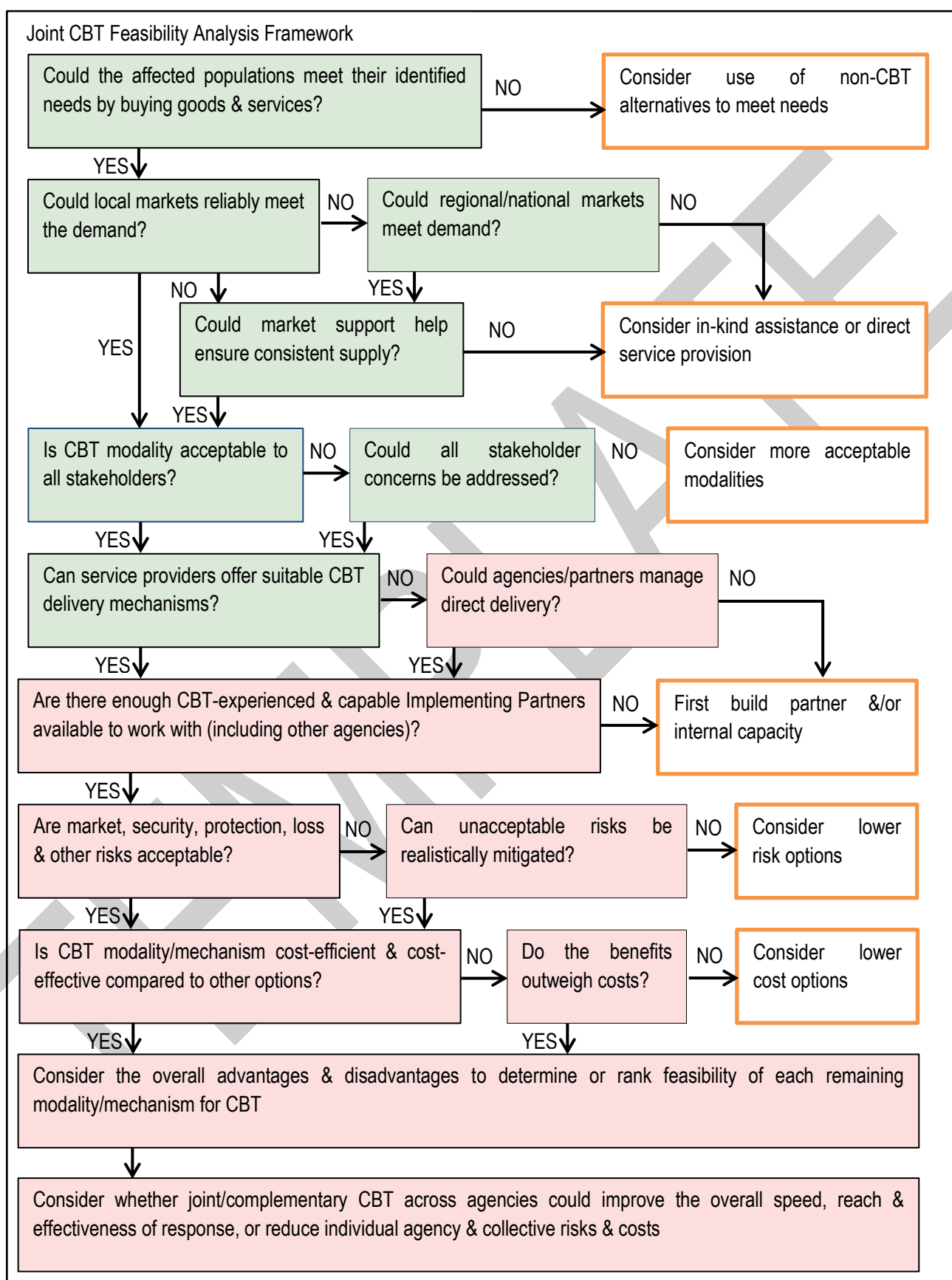
Annexes

Annex 1 - The Joint Cash Based Transfers Feasibility Assessment Framework

1	Relevant to Target Population Needs and Agency Mandates
1.01	Have agencies agreed on joint target location & population and identified their likely needs?
1.02	Could CBT where feasible be used by recipients to meet their needs for goods & services?
1.03	Are the needs that could be met by CBT if feasible relevant to agency mandates & funding?
1.04	Ability of agencies to use common targeting and joint or complementary CBT payments?
2	Market System Function

2.01	Market systems for relevant goods & services (policy/social factors, supply chain, inputs)?
2.02	Market capacity & trends (availability/seasonality of goods & services, inflation/volatility)?
2.03	Market actor behaviour (willingness/ability to supply, competition & price-setting, etc.)?
2.04	Affected population likely market access, participation and goods/services preferences?
2.05	Possible market support options to address likely bottlenecks or capacity gaps in a crisis?
2.06	Possible impact of CBT (positive/negative) on the local market/economy?
3	Acceptance and Safety
3.01	Govt. policy/legal environment & acceptance of CBT, and opportunity for advocacy?
3.02	Fit with/impact on govt. social protection systems & other current/planned assistance?
3.03	Community/recipient familiarity, acceptance, preferences for CBT modalities & mechanisms?
3.04	Impacts (positive/negative) on gender, household & community relations?
3.05	Impact on safety & security of recipients, staff & partners (violence, exploitation, etc.)?
4	Service Provider Capacity & Transfer Mechanisms
4.01	Coverage & capacity of govt. social protection system as possible CBT delivery mechanism?
4.02	Coverage & capacity, beneficiary access, services & costs of financial & ICT service providers?
4.03	Ability of agencies to share service providers and/or act as service providers for each other?
4.04	Presence & functioning of infrastructure for e-transfers/mobile banking (internet, etc.)?
4.05	Ability to ensure privacy & protection of beneficiary data?
4.06	Possibility of diversion or loss of assistance (fraud, corruption, theft or loss)?
4.07	Possibility of exclusion of particular groups (lack ID/bank account, mobile phone)?
5	Implementing Partner Capacity
5.01	Presence & coverage of potential Implementing Partners (IP) to deliver or support CBT?
5.02	Staff/org. capacity of IPs to effectively implement in compliance with agency policies?
5.03	Ability of agencies to share common IPs and/or act as implementing partner for each other?
5.04	Possibility of loss, failure or other problems causing reputational/financial risk to agencies?
6	Risk & Opportunity Analysis
6.01	Likelihood & severity of each identified protection/other risk or negative impact?
6.02	Can risks/negative impacts be mitigated, and at what effort, cost or other consequence?
6.03	Likelihood & benefit of each identified protection/other opportunity or positive impact?
6.04	Can opportunities/positive impacts be taken advantage of, and at what effort, cost, etc.?
6.05	Individual & collective risks & opportunities of joint/complementary approach to CBT?
7	Cost-Benefit Analysis
7.01	How cost-efficient are CBT modalities & mechanisms (set up, risk mitigation, delivery)?
7.02	How cost-effective are CBT modalities & mechanisms (objectives, speed, other + impacts)?
7.03	Individual & collective cost of joint/complementary approaches to CBT?
8	Response Options Analysis
8.01	Advantages, disadvantages & overall feasibility of each CBT modality & delivery mechanism?
8.02	Can joint/complementary approach improve speed, reach or impact, or reduce risks or cost?

Annex 2 - The Joint Cash Based Transfers Feasibility Analysis Framework



Note: Fields in “red” are covered as part of REACH-led data collection and assessment. Fields in “blue” will be led by the CMWG.

TEMPLATE