

Research Terms of Reference

Joint Market Monitoring Initiative (JMMI)

AFG2002

Afghanistan

April, 2020

Draft

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Afghanistan			
Type of Emergency	<input checked="" type="checkbox"/> Natural disaster	<input checked="" type="checkbox"/> Conflict		
Type of Crisis	<input checked="" type="checkbox"/> Sudden onset	<input type="checkbox"/> Slow onset	<input checked="" type="checkbox"/> Protracted	
Mandating Body/ Agency	ECHO (funded); coordinated by the Afghanistan Cash and Voucher Working Group (CVWG)			
Overall Research Timeframe	01/04/2020 to 31/12/2020			
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Start collect data: 23/04/2020		5. Preliminary presentation: 25/05/2020 ¹	
	2. Data collected: 08/05/2020		6. Outputs sent for validation: 25/05/2020	
	3. Data analysed: 16/05/2020		7. Outputs published: 30/05/2020	
	4. Data sent for validation: 18/05/2020		8. Final presentation: N/A	
Number of assessments	<input type="checkbox"/> Single assessment (one cycle)			
	<input checked="" type="checkbox"/> Multi assessment (more than one cycle): monthly			
Humanitarian milestones <i>Specify what will the assessment inform and when</i> <i>e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	Milestone		Deadline	
	<input checked="" type="checkbox"/>	Donor plan/strategy	N/A; ongoing revision of ECHO-funded ERM	
	<input checked="" type="checkbox"/>	Inter-cluster plan/strategy	September-November; data source for 2021 HNO and HRP revision	
	<input checked="" type="checkbox"/>	Cluster plan/strategy	September-November; data source for 2021 HNO and HRP revision	
	<input checked="" type="checkbox"/>	NGO platform plan/strategy	N/A; ongoing revision of area targeting for Cash and Voucher Assistance (CVA)	
	<input checked="" type="checkbox"/>	Other (Specify): CVWG and MEB Task Force	N/A; ongoing revision of CVA implementation and MEB transfer value	
Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	Audience type		Dissemination	
	<input type="checkbox"/> Strategic		<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to CVWG members, including ERM and JMMI partners, and members of other interested clusters, working groups, organizations, and INGOs)	
	<input checked="" type="checkbox"/> Programmatic			
	<input checked="" type="checkbox"/> Operational		<input type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting	
	<input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Presentation of findings (e.g. at CVWG meeting; ERM Steering Committee; ICCT and relevant clusters and partners upon request)	
			<input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)	
Detailed dissemination plan required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		

¹ Provisional date for monthly Cash and Voucher Working Group (CVWG) meeting.

General Objective	To inform the Afghanistan Cash & Voucher Working Group (CVWG) and guide nationwide evidence-based planning of cash and voucher assistance
Specific Objective(s)	<ol style="list-style-type: none"> 1. Track prices and availability of basic commodities, including food and non-food items (NFIs), including all components of the Minimum Expenditure Basket (MEB) in Afghanistan 2. Assess overall market functionality in Afghanistan to detect challenges to supply, demand, and access 3. Evaluate the impact of shocks, such as conflict or natural disasters, or disease outbreak, on market functionality 4. Understand the impact of COVID-19 restrictions or fear of COVID-19 itself on the availability and prices of key items, and market functionality in Afghanistan
Research Questions	<p>Objective 1 –Availability and accessibility of basic commodities:</p> <ol style="list-style-type: none"> 1. What are the prices of basic food items, NFIs, and other key commodities in Afghanistan? 2. What are the costs associated with the Afghanistan-specific MEB?² 3. What are the geographical price variations and trends over time and across the assessed areas? <p>Objective 2 – Market functionality:</p> <p><i>Overall</i></p> <ol style="list-style-type: none"> 4. What is the reliance of traders on government assistance and/or credit? 5. What is the availability of financial services and money transfer systems in the market? 6. What payment modalities do traders accept? 7. What proportion of the market is functioning i.e. have any vendors closed? 8. What, if any, impact does safety and security concerns have on market functionality, including both supply and demand? <p><i>Supply</i></p> <ol style="list-style-type: none"> 9. What are traders stock levels? Are traders able to resupply? 10. What, if any, difficulties do traders face in obtaining/ resupplying key commodities? 11. How (from where and using which modes of transport) are Afghan markets supplied? 12. What, if any, barriers to supply chains exist i.e. road conditions, transport and importation restrictions or challenges, closures of ports and borders, etc? <p><i>Demand</i></p> <ol style="list-style-type: none"> 13. What is the current state of demand for key items in the market? If increased or decreased, why? 14. What is the average number of customers per day and has this changed in the last month? 15. Has overall income changed in the last month and if so, how are traders coping? <p><i>Access</i></p> <ol style="list-style-type: none"> 16. What are the perceived main barriers to consumer market access? 17. Are women able to safely access markets unaccompanied? <p>Objective 3 – Impact of Shock:</p>

² Items included in the MEB are decided by the MEB Task Force of the CVWG.

	<p>18. How do prices and indicators of market functionality change following a shock, such as increase in conflict or natural disasters i.e. floods, earthquakes, landslides, etc., or disease outbreak?³</p> <p>Objective 4 – Impact of COVID-19:</p> <p>19. How have prices and indicators of market functionality changed as a result of COVID-19 restrictions or fear of COVID-19 itself?</p> <p>Objective 5 – Development of a Market Functionality Index in coordination with World Food Program (WFP)</p> <p>20. The Market Functionality Index (MFI) will be based on the MFI designed by WFP's Research, Assessment & Monitoring and Supply Chain divisions. The aim of the MFI will be to assess market's health at the province and district level, in order to inform the humanitarian community on whether cash and voucher assistance (CVA) may or may not be the most appropriate response to meet the beneficiaries needs.</p>		
Geographic Coverage	Nation wide, including urban and rural markets across Afghanistan, depending on capacity of JMMI partners and accessibility constraints		
Secondary data sources	<ul style="list-style-type: none"> • WFP-VAM price data • Existing market assessments in Afghanistan from e.g. WFP, FAO, FEWS Net • UN OCHA humanitarian bulletins • REACH Initiative Afghanistan existing assessments 		
Population(s)	<input checked="" type="checkbox"/>	Traders (retail and wholesale)	<input type="checkbox"/> Other: _ _ _
Stratification	<input type="checkbox"/>	Geographical #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Group #: _ _ _ Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No
Data collection tool(s)	<input checked="" type="checkbox"/>	Structured (Quantitative)	<input type="checkbox"/> Semi-structured (Qualitative)
	Sampling method		Data collection method
Structured data collection tool # 1	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input type="checkbox"/> Probability / Stratified simple random <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Key informant interview (Target #): until minimum threshold of prices is met for each item per market ⁴ <input type="checkbox"/> Group discussion (Target #): _ _ _ _ _ <input type="checkbox"/> Household interview (Target #): _ _ _ _ _ <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ <input type="checkbox"/> Direct observations (Target #): _ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _
Target level of precision if probability sampling	N/A		N/A
Data management platform(s)	<input checked="" type="checkbox"/>	IMPACT	<input type="checkbox"/> UNHCR
	<input type="checkbox"/>	[Other, Specify]	
Expected output type(s)	<input checked="" type="checkbox"/>	Situation overview #: 8	<input type="checkbox"/> Monthly report #: <input type="checkbox"/> Profile #: _ _
	<input checked="" type="checkbox"/>	Presentation (Preliminary findings) #: 8	<input type="checkbox"/> Presentation (Final) #: <input type="checkbox"/> Factsheet #: _ _

³ Instances of shocks will be taken from secondary data sources such as UN OCHA updates.

⁴ 4 for food and non-food items, 2 for currencies, 2 for wholesale food items.

	<input type="checkbox"/> Interactive dashboard #:_	<input type="checkbox"/> Webmap #: __	<input type="checkbox"/> Map #: __
	X Clean and Anonymized Datasets #: 8		
Access	X Public (available on REACH resource center and other humanitarian platforms)		
	<input type="checkbox"/> Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
Visibility	REACH		
	Donor: ECHO		
	Coordination Framework: CVWG		
	Partners: Participating agencies		

2. Rationale

2.1. Rationale

In 2020, Afghanistan continues to face protracted conflict that has been raging for almost forty years, exposing civilians to daily deadly risks, prompting mass displacement, and depleting the country's already unstable economy. Resilience of communities has been further eroded by recurrent and severe natural disasters. Consequently, years of shocks have resulted in an acutely vulnerable population with few economic resources, an eroded capacity to cope with the unfolding crisis, and little hope of recovery if the current conditions persist. The 2020 Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP) outlined the need for a multi-sector rapid response, which includes food assistance, shelter, NFIs and WASH, and identified sectoral and multi-purpose cash assistance as a key modality through which to address these needs.

Coordinated by the Afghanistan Cash and Voucher Working Group (CVWG) humanitarian partners have been implementing, and continue to scale up, Cash and Voucher Assistance (CVA) to address needs. However, this requires markets to function properly and to provide basic commodities continuously. Disruptions to the supply chains may affect the availability of basic goods, as well as commodity prices, thus negatively impacting households' ability to access basic food and non-food items to support their livelihoods. It is therefore critical for the humanitarian community to widen the evidence base and to develop a deeper understanding of the complex market dynamics in Afghanistan.

While much of the data needed for effective decision making regarding market availability of goods, prices, supply chains, and minimum expenditure baskets already exists in Afghanistan, there is a lack of consistency in the type and frequency through which data is collected, making national comparisons difficult. Working with the CVWG and its partners, including WFP (as co-lead of the CVWG), and INGO, implementing partners of the ECHO-funded Emergency Response Mechanism Round 10 (ERM10), REACH proposes to facilitate a partner-driven **Joint Market Monitoring Initiative (JMMI) in Afghanistan**.

The JMMI is an established global assessment framework facilitated by REACH in six countries, aimed at standardizing and coordinating the collection and analysis of market functionality and price data to inform actors on the effectiveness of cash interventions on the basis of the local economy and to inform the calculation of the Minimum Expenditure Basket (MEB) transfer value. Data collection will be partner-led and jointly coordinated to enhance equitable access to information and avoid duplication. In addition, the initiative will comprise of monthly rounds of assessment and analysis of MEB items availability/accessibility and market functionality to provide regular market-monitoring data as well as availability and price trends for a broader picture of fluctuations in market functionality across districts and time. This will greatly contribute to the evidence base for CVWG and partners to assess critical market dynamics as an integral part of cash feasibility considerations.

3. Methodology

3.1. Methodology overview

The activities outlined in this TOR are designed to collect longitudinal market and price data through a joint initiative with the Afghanistan CVWG. The JMMI will be led by the CVWG and coordinated through a fit-for-purpose JMMI Task Force (JMMI-TF). REACH will support as the technical lead of the JMMI-TF, providing input on the research and tool design, delivering training to partners, compiling and cleaning all data collected, and conducting relevant analysis.

Data collection will be a joint, partner-led exercise, carried out through the JMMI partners across the country (depending on accessibility considerations linked to physical barriers or security concerns) using a harmonized questionnaire, starting in April 2020. The methodologic approach includes fully-structured quantitative interviews with purposively sampled traders (both retail and wholesale), acting as Key Informants (KIs) for their respective markets. These are sampled partially through snowballing, partially in a repetitive manner from round to round, and partially randomly each round. It strongly depends on their willingness and availability to dedicate 15 minutes to the interview. As anticipated, data will be collected in monthly cycles, and monthly outputs will include cleaned and anonymized datasets and brief market situation overviews.

3.2. Secondary Data Review

REACH will review the different price and market monitoring data collection assessments done in Afghanistan to identify possibilities for harmonization, with a particular focus on availability and accessibility of MEB items, and market functionality. This is done through a stakeholder analysis, mapping current coverage of Afghanistan by the CVWG and its partners (including ERM implementing partners), to understand where each partner works and what markets they have access to.

Furthermore, REACH will attempt to develop an assessment registry showing the coverage of existing assessments where the actors involved, the methodology and approaches used, the frequency of assessments, the geographic scope (markets covered by provinces, districts, towns, cities), and sectoral scope (food, non-food items, health items, water, sanitation and hygiene items, etc.), key prices monitored, and key indicators of market functionality will be tracked. Secondary data will be used to develop a list of key markets to be covered by partners, as well as to develop tools and analysis frameworks.

Key lessons learnt from previously concluded assessment rounds as well as critical elements captured from secondary data review will be used to improve the tool on an ongoing basis.

Key secondary data sources will include:

- **Cash and Voucher Working Group (CVWG):** Existing guidance and market assessments from Afghanistan to get a baseline understanding of Afghan markets
 - <https://www.humanitarianresponse.info/en/operations/afghanistan/cash-voucher>
- **WFP:** Existing market assessments from Afghanistan to get a baseline understanding of Afghan markets
- **WFP weekly price monitoring bulletin;** to triangulate price data from JMMI (selecting the weekly bulleting corresponding to the same week when JMMI data collection occurred)
 - https://vam.wfp.org/CountryPage_assessments.aspx?iso3=afg
- **FAO and Afghanistan Ministry of Agriculture, Irrigation, and Livestock (MAIL)** scientific and research articles
- **FEWS NET:** Afghanistan market and trade assessments
 - <https://fews.net/sectors-topics/sectors/markets-and-trade>
- **JMMI partner** price monitoring and market assessments where publicly available
- **REACH Initiative Afghanistan** Data and assessments
 - <https://www.reachresourcecentre.info/country/afghanistan/>

Furthermore, technical guidance on research design and tools will be derived from the following toolkits:

- **MARKit:** Price Monitoring, Analysis and Response Kit
 - <https://www.crs.org/sites/default/files/tools-research/markit-price-monitoring-analysis-response-kit.pdf>
- **CaLP** guidance documents

- <https://www.calpnetwork.org/>
- **REACH Initiative JMMI** Data and assessments from other countries
 - <https://www.reachresourcecentre.info/theme/cash/>

Key Definitions:

- **Market:** The term 'market' refers to a system of exchange between two or more actors or players. The exchange can be for goods or services, or for money [...]. (CaLP)⁵
- **Marketplace:** A marketplace is where exchanges happen. This is typically a physical place where different wares or goods (and sometimes services) are sold – such as a village or livestock market. (CaLP)⁶
- **Consumer:** Individual that purchases goods for consumption
- **Trader:** Individual/entity that supplies consumer goods in exchange for currency and/or credit.
- **Retailer:** Trader selling to consumers
- **Wholesaler:** Trader selling to other traders
- **Retail price:** The monetary value at which goods and services are exchanged at the end of the retail chain i.e. between the seller and the final consumer. (CaLP)⁷
- **MEB:** The Minimum Expenditure Basket (MEB) is a culturally adjusted list of goods that represents the minimum amount of money an average Afghan household needs to spend each month in order to meet basic needs.

4.3 Primary Data Collection

Coordination

The JMMI is a joint exercise led by CVWG and coordinated by REACH, drawing together Cash and Voucher Assistance (CVA) implementing partners, who collect market and price data in their respective areas of intervention across Afghanistan. Partner led data collection will be on a voluntary basis and, as such, the scope and coverage of the JMMI will largely depend on the interest and capacity of the participating partners. To ensure activities are implemented with full consultation and to the benefit of CVWG members, the JMMI Task Force (JMMI-TF) will be set up to guide the initiative and to act as the decision-making body. Its objective is to support the design and successful implementation of the initiative, as well as to build technical consensus.

Members of the JMMI-TF will include: CVWG coordinators (as co-lead of the JMMI-TF), REACH (co-lead of the JMMI-TF and technical lead of the JMMI), as well as partner organizations contributing to the initiative. The JMMI-TF agrees on the key pillars of the initiative, including but not limited to, methodology, data collection tools, item list, coverage and frequency, visibility and ownership of data.

In cases of extreme shock, such as spike in conflict activity, natural disasters, and/or disease outbreak, the JMMI-TF may take the decision to adapt (including both increase and decrease the scope and coverage) the JMMI based on access and information gaps to address. Changes may include:

- Increase or decrease of the frequency of data collection i.e. from monthly to weekly should the dynamism of a situation increase the likelihood and regularity of price fluctuations, requiring increased monitoring.
- Adding or removing items to the price-monitoring list i.e. key Water, Sanitation and Hygiene (WASH), health items, or emergency shelter NFIs in event of flooding.
- Adding context-specific market functionality indicators to the tool i.e. to ask about impact of specific developments such as introduction of curfews or travel restrictions.
- Expanding coverage, should events likely to impact on market functionality affect areas not regularly included in the JMMI.
- Disaggregate at province or district level, should the shock affect a specific area of the country
- In addition, where in-person data collection is not possible, data collection may be done remotely via phone.

⁵ The Cash Learning Partnership (CaLP) [Glossary of Terminology](#) for Cash and Voucher Assistance.

⁶ Ibid.

⁷ Ibid.

Indeed, the tool, full list of items monitored, and methodology of data collection may vary according to context, security and access, seasonality (during winter REACH will include a number of winterization related NFIs), and lessons learnt from previous concluded cycles.

Sampling

Population of interest

The population of interest for the JMMI includes markets and market areas across Afghanistan; the smallest unit of analysis will therefore be the 'market'. The markets will be represented by traders (both retailers and wholesalers) acting as Key Informants (KIs). For future rounds (2 onwards), should data will not be sufficient at market level, the smallest unit of analysis may become the city or the district. Where possible, data will be aggregated at district level in order to have a fuller and more comprehensive picture of the market dynamics in the area. During the pilot round, if data will not be sufficiently reliable in terms of consistency and data quality, or not sufficient in terms of sampling (4+2 per commodity) at district level, they might be aggregated at province or national level.

Frequency and Coverage

Data collection will take place on a monthly basis. JMMI partners with interest and capacity may collect data in their areas of coverage on a more regular basis i.e. weekly or bi-weekly, if they wish to do so, or if a decision is made by the JMMI-TF in an ad-hoc manner (see above). This will depend both on partners' willingness and capacity to conduct additional assessments, as well as on immediate needs (e.g. shock, conflict, supply chains disruption at national/provincial level).

In each round, data collection will take place for a period of one week, scheduled for the second or third week of each month, with the first round of data collection set to be starting on April 22nd. Field teams are advised to collect data on the weekly market day (if such exists), and otherwise prioritize data collection for the first 1-2 days within the 7-day period. All data from a marketplace needs to be collected on the same day (for efficiency and consistency reasons).

The JMMI aims for national coverage of market places throughout all regions and provinces of Afghanistan, in both urban and rural settings. However, geographical coverage depends upon partners' capacity and interest to contribute, their area of interest and operational programming. Additionally, taking into account the volatility of Afghan context, coverage may vary according to access constraints such as physical barriers or security concerns. The full coverage list will be developed by the JMMI-TF.

Marketplace Selection

In order to accommodate for the complexities of the Afghan context, the marketplace definition is kept deliberately vague. What constitutes a marketplace is defined on a case to case basis, and is largely influenced by the size of the city/village and the market itself:

- *Small locations:* In small locations (e.g. small towns/cities), there is normally only one marketplace, and if there are multiple marketplaces, they sometimes sell a different set of items. In this case, the "marketplace" encompasses the entire village or populated area. Field teams may only collect data from traders within the periphery of the village/ populated area.
- *Large locations:* In large locations (such as Jalalabad, Hirat, Mazar, Kabul, Kandahar) with multiple large marketplaces, specific marketplaces (confined areas or neighborhoods) within the cities will be selected. Selection will mostly be based on common knowledge of the marketplace by the local population and field teams.

Only one partner contributes data per marketplace in each round.⁸ The market selection process will be carried out in close collaboration with the partners through the JMMI-TF, to ensure that localized contextual knowledge informs selection of the most relevant markets.

⁸ In small locations, only one partner will contribute at a time. In large locations, multiple partners may contribute from different marketplaces or areas within them.

Sample Size

Per market, partners will need to conduct enough Key Informant Interviews (KIIs) to meet the following criteria:

- 4 KIIs for food and non-food items (one KI can be used to report on multiple items)
- 2 KIIs for currencies
- 2 KIIs for wholesale food items.

Trader Key Informant Selection

Per marketplace, multiple traders will be surveyed (see above for sample size). Based on the knowledge of the local context, field teams identify traders from which prices are monitored, with a preference for those selling a greater number of the goods to be assessed (general larger stores). However, no restrictions are set for the size of the surveyed traders as consumers typically buy from small as well as large traders. The trader selection is based on the following criteria:

Retailers:

- Traders need to be retailers selling directly to consumers. Wholesalers should be avoided to be considered and counted as retailers unless they commonly also sell directly to consumers.
- Traders selling upmarket goods and expensive brands should be avoided.
- Traders with weight scales should be prioritized for food items. However, traders without weight scales may be interviewed too should the number of traders with scales be low in the marketplace.

Wholesalers:

- Traders need to be wholesalers selling food items in bulk to other traders.
- Traders selling upmarket goods and expensive brands should be avoided.
- Traders need to be selling in large quantities (in 50 or 100 kg bags).

Troubleshooting: if a wholesaler is also a retailer, partners should consider it as wholesaler. Yet, if in the assigned location there is a limited number of open and available retailers (due to COVID-19 or security), exceptions can be made in order to reach the target of 4 prices per item.

To the extent possible, selected traders should be located in different parts of the marketplace.

Per marketplace, at least four prices per item need to be collected from different retail traders to ensure quality and consistency of the data; two prices per item are needed for wholesale traders. Traders need to be visited until the threshold of four collected prices is met for each item. If an item is never sold in a specific location, or if an item is seasonally or otherwise unavailable in the entire marketplace, no price data for said item needs to be collected. For consistency reasons, if field teams could not find four traders that had a specific item in stock, there is no need to return to the marketplace on subsequent days, even if new supplies may have arrived in the meantime.

This model is based on the assumption that in-person data collection is possible. Where this is not the case, partners are asked to use existing KI databases to contact traders to participate. If needed, partners will also be asked to 'snowball' from the KIIs that they have, to find additional traders that would be willing to participate in the assessment and that fit the above outlined criteria, in order to meet the sample size.

JMMI Item List

The JMMI item list will include a set of commodities that are part of the Minimum Expenditure Basket (MEB) in Afghanistan. These core MEB items will be tracked across all covered locations (where available). The item list will also include additional items of interest to JMMI partners, as well as food security and agriculture (FSA), WASH, shelter, and protection actors where relevant. The final list will be developed and confirmed by the JMMI-TF. However, partners

utilizing the common tool will still be able to collect data on additional specific items unique programmatic needs, if they wish to do so.

The current item list was defined by the JMIMI-TF in April 2020, and may be adjusted in future rounds depending on the needs of the CVWG.

Table 1: Composition of the JMIMI item list

Food items:	
Wheat Flour (kg) - local	Salt (kg)
Wheat Flour (kg) - imported	Sugar (kg)
Local Rice (kg)	Tomatoes (kg)
Vegetable Oil (L)	Potatoes (kg)
Pulses (kg) - Lentils	
Pulses (kg) - Beans	
Pulses (kg) – Split peas	
Non-food items (NFIs):	
Soft Cotton Cloth (2m ² piece)	Sanitary Pad (normal size) (box of 10)
Toothbrush (adult)	Cloth washing detergent/soap
Tooth brush (child)	Antiseptic soap bar (dettol) - (150 gm)
Toothpaste	
Currencies:	
US dollar (USD)	
Other:	
20 Liters of Safe Drinking Water	Cooking fuel (Gas cylinder) (5 kg)
Wood (20 kg)	Kindling (20 kg)
Fuel gel (2 litres)	

Additionally, considering the market dynamics, the price of **jerry cans** or jugs (18/20 L) will be calculated based on water prices (according to the preliminary data collected, lower prices 15 to 120 AFN are reportedly sold without the jerry can, which is either already owned by the customer or needs to be returned to the seller; higher prices above 120 AFN tend to include the jerry can). The price of a jerry can will be calculated by subtracting the two median prices at provincial and national level.

The list of assessed commodities may vary according to partners' needs, CVWG's requests, and based on the actual availability and market dynamics.

If there are different types for certain items, **data is collected only on the cheapest type available in the marketplace**, which is in line with the purpose of the minimum expenditure basket. No data is collected on branded food items nor items distributed by humanitarian organizations (e.g. plastic sheets), unless these are the only types available in the marketplace.

NFIs are particularly challenging to standardize as they vary significantly in terms of types and specifications. The JMIMI methodology aims to balance consistency and comparability considerations (precise definition needed) with geographical variations in availability (loose definition needed). The specifications for NFI items are to be discussed and agreed with the JMIMI-TF.

Unit Standardization

Retail: As vulnerable populations cannot afford to buy large quantities (e.g. 50 kg bag), the retail prices are recorded for small quantities (e.g. 1 kg). To standardize units for food items and to guarantee consistency across traders, locations and time, the following logic is followed by the field teams:

- 1) **Scale (Kilogram):** If the trader owns a scale, the price per kilogram is recorded. Traders with weight scales should be prioritized. Traders without metric scales are deprioritized if others in the marketplace own one, or indeed, there is the opportunity to collect prices for pre-packaged items, if available.
- 2) **Pre-packaged:** If an item is commonly sold in pre-packaged form (e.g. 200 g of lentils, 2 kg of rice), the price per package and its size/weight is recorded.
- 3) **Local Scale (Seer or Sihr):** A traditional pre-metric unit of weight commonly used in Afghanistan for dry foods such as flour, rice, and pulses. One Sihr is roughly equivalent to 7kg. Eventually, it can be substituted by a quarter of a sear (chahar yak). One Chahar yak is roughly 1.75 kg. After exploring the local scale options though, it was found that units vary from province to province (e.g. one Seer is 7kg in Kabul and 4.5kg in Herat). The local scale will be used exclusively for the pilot round as test.
- 4) **Additional measures** that might be encountered in the data collection activities are paaw (or pound) = 450g, khord = 100 g, or kharwar = 560kg (used for wood and fuel).

Wholesale: For wholesale prices, 50 kg bags are used as reference units.

To ensure accurate conversion of Seer retail prices into Kilogram retail prices, REACH will measure the kilogram weight of 1 seer for each relevant food commodity on the item list (dry food), in a selected number of markets in Kabul after the first round of data collection (if further clarification and conversion checking will be needed), using a metric-weight scale, and follow up with focal points in different regions to understand how they differ (in Kg).

Data Collection

All data collection will be carried out by partners using a harmonized questionnaire, where possible, partners will use the mobile data collection application Open Data Kit (ODK) Collect or Kobo Collect and upload completed forms to a centralized Kobo server managed by REACH. Where mobile data collection is not possible, partners will use a paper-based form, and will later enter responses into the ODK tool and upload forms to the Kobo server. No paper form submissions from partners are accepted.

However, it needs to be taken into account that access to the selected areas might vary during the implementation of the JMMI due to the volatility of the Afghan context. As such, whilst in-person data collection is preferable, where partners have contacts for KIs in markets already, data collection may be conducted remotely. Safety and security of the staff is a primary concern for REACH; no unnecessary risks should be taken for the JMMI. If the security context does not allow in-person data collection and the partners do not have contacts for KIs in the area, the assessment can be either suspended in that area (amending the coverage), or the entire data collection process can be postponed until the security context will be relatively more stable. Further details will be provided in a detailed training (ToT), particularly for safety measures for data collection during COVID-19 pandemic.

The digitization of the tool, and translation into English, Dari, and Pashtu, will be provided by REACH. The tool will include the full JMMI item list, as well as key indicators on market functionality and supply chains, to better facilitate a streamlined data reporting process. Based on the technical capacity of partner organizations, REACH will provide the necessary training to enumerators in the use of the Kobo tool, including the data uploading process.

During the designated data collection period, partners will upload data to a centralized Kobo server on a daily basis, in order for the REACH focal point to perform data cleaning.

3.4. Data Processing & Analysis

Data Cleaning

Data uploaded to the Kobo server will be monitored, downloaded and cleaned by the REACH team on a daily basis. The team will monitor to ensure the correct areas and number of KIs are covered. In addition, the data team will use a standardized script (in R) to highlight any outlying values or suspected falsely reported data/information i.e. surveys that

were too short or inconsistent responses (both at market level and over time). Where needed, the REACH team will follow up with partner field teams to clarify responses. An accurate check will also be conducted to avoid duplications at market level. Following each round of data collection, the REACH assessment team will further triangulate the data through the following steps:

- 1) Comparison of most recently collected data with previous rounds of data to identify inconsistencies;
- 2) Contextualization of results based on review of secondary data, such as WFP-VAM price data.
- 3) Consultation of field teams and partners in order to cross-check data quality.

All data and subsequent analysis will be anonymized and sent to REACH HQ Data Analysis Team for validation, before publication.

The Data Cleaning SOP will account for time and pattern checks to spot unreliable data and outliers. Additionally, illogical responses and surveys reopened/amended multiple times will be followed by bilateral exchanges with partners to provide justifications or to then delete the response.

Data Aggregation and Analysis

All data will be analysed by the REACH team, following a data analysis plan designed by REACH and reviewed and validated by the JMMI-TF to ensure all relevant findings are provided. As mentioned, technical backstopping in Geneva will review and validate all analysis to maintain global standards.

As the data is collected at the KI-level, data is to be considered indicative only and can be aggregated and presented at:

- 1) Larger Market-area level i.e. across all assessed markets within a large urban area to provide 'city' level findings
- 2) District, and
- 3) Province, and/or Regional level i.e. across all assessed markets within each geographic boundary, to allow for geographic comparison

The type of aggregation might depend on the amount of data collected and on the reliability and consistency of information.

For numeric data i.e. item prices, the median value will be used. For categorical data, the thresholds will be set per indicator i.e. the ability to restock will be 'yes' if at least one trader reports being able to restock; for location of supplier, the most frequently cited location will be used. This will be outlined in the Data Analysis Plan

In addition to providing key descriptive statistics, a number of more complex analytical frameworks will be applied. These will include, but are not limited to:

- Calculation of the variation of MEB cost: to be tracked over time in order to inform the standard cash transfer value set by the CVWG-led MEB Task Force in Afghanistan on both national variation (e.g. spikes in prices due to COVID-19 outbreak) and regional/provincial differences to inform implementing partners operating in specific areas. This may also involve other data sources for calculation of costs that cannot be captured by the JMMI, such as services.
- Market Functionality Index (MFI): based on a number of indicators and thresholds to be chosen and set by the JMMI-TF, REACH will develop a composite indicator to measure the level of market functionality at a district level. This is to be intended as a proxy indicator of market health with the objective to highlight where a market may be facing functionality challenges.

Following each monthly round, REACH will provide a short presentation of preliminary findings (total of 8) to the CVWG, ERM Steering Committee, and other interested parties; this will be a key part of the dissemination plan as well as a way to triangulate findings and gather feedback. In addition, each month REACH will produce and publish a cleaned and anonymized dataset (total of 8), as well as a standardized situation overviews (total of 8) including priority indicators and trend analysis to provide a regular update of key findings.

4. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Assessment Officer (AO)	Research Manager (RM)	Global assessment Specialist for Cash and Markets; IMPACT HQ RD; JMMI-TF	Country Coordinator (CC)
Supervising data collection	Senior Field Officer (SFO)	Assessment Officer	RM; JMMI implementing partners; JMMI-TF	CC
Data processing (checking, cleaning)	Database Manager	Assessment Officer	RM; Global assessment Specialist for Cash and Markets; IMPACT HQ RD; JMMI implementing partners; JMMI-TF	CC
Data analysis	Database Officer	Assessment Officer	RM; Global assessment Specialist for Cash and Markets; IMPACT HQ RD; JMMI-TF	CC
Output production	Assessment Officer	Research Manager (RM)	Global assessment Specialist for Cash and Markets; IMPACT HQ RD; JMMI-TF	CC
Dissemination	Assessment Officer	Research Manager (RM)	CC; JMMI-TF	IMPACT HQ; Donor
Monitoring & Evaluation	Assessment Officer	Research Manager (RM)	CC	JMMI-TF; IMPACT HQ RD; Donor
Lessons learned	Senior Field Officer	Assessment Officer	CC	IMPACT HQ

Responsible: the person(s) who executes the task

Accountable: the person who validates the completion of the task and is accountable of the final output or milestone

Consulted: the person(s) who must be consulted when the task is implemented

Informed: the person(s) who need to be informed when the task is completed

5. Data Analysis Plan

Please kindly find the full questionnaire and the Data Analysis plan [here](#).

6. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	X Yes
		# of downloads of x product from Relief Web	Country request to HQ		X Yes

IMPACT products	Number of individuals accessing IMPACT services/products	# of downloads of x product from Country level platforms	Country team		X Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		X Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		X Yes
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)	Country team	Reference_log	<i>Note references in Afghanistan HNO and HRP if relevant.</i>
		# references in single agency documents			<i>Note references in all seven Afghanistan Cluster strategies in 2020 if relevant.</i>
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback and Usage_Survey template	<i>Track usage feedback and complete usage survey through survey monkey: to CVWG, ICCT, JMMI implementing partners and donors upon completion of the eighth and final of data collection.</i>
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	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 (providing resources, participating to presentations, etc.)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	X Yes
		# of organisations/clusters inputting in research design and joint analysis			X Yes
		# of organisations/clusters attending briefings on findings;			X Yes