Research Terms of Reference

Humanitarian Situation Monitoring of high needs and hard to reach areas
CAR1902
Central African Republic

28.10.2019
Version 1.1

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Central African Republic					
Type of Emergency	□	Natural disaster	X	Conflict		
Type of Crisis	□	Sudden onset	□	Slow onset	X	Protracted
Mandating Body/ Agency	*Assessment Working Group*					
Project Code	*26iAIZ / 26DQJ* *26iAJQ / 26DSU*					
Overall Research Timeframe *(from research design to final outputs / M&E)*	01/05/2019 to 31/03/2020					

Research Timeframe *Add planned deadlines (for first cycle if more than 1)*	1. Start collect data: 08/05/2019	5. Preliminary presentation: _ _/_ _/_ _ _ _
	2. Data collected: 29/05/2019	6. Outputs sent for validation: 10/06/2019
	3. Data analysed: 05/06/2019	7. Outputs published:
	4. Data sent for validation: 05/06/2019	8. Final presentation: _ _/_ _/_ _ _ _

Number of assessments	□	Single assessment (one cycle)	
	X	Monthly Multi assessment (more than one cycle)	

Humanitarian milestones *Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;*	**Milestone**		**Deadline**
	X	Donor plan/strategy	_ _/_ _/_ _ _ _
	X	Inter-cluster plan/strategy	_ _/_ _/_ _ _ _
	X	Cluster plan/strategy	_ _/_ _/_ _ _ _
	□	NGO platform plan/strategy	_ _/_ _/_ _ _ _
	□	Other (Specify):	_ _/_ _/_ _ _ _

Audience Type & Dissemination *Specify who will the assessment inform and how you will disseminate to inform the audience*	**Audience type**	**Dissemination**
	X Strategic	X General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)
	X Programmatic	X Cluster Mailing (Education, Shelter/NFI,Health, Nutrition, WASH, Protection, Logistics) and presentation of findings at next cluster meeting
	X Operational	
	□ [Other, Specify]	X Presentation of findings (e.g. at HCT meeting; Cluster meeting)
		X Website Dissemination (Relief Web & REACH Resource Centre)

				□ [Other, Specify]
Detailed dissemination plan required	□	Yes	X	No
General Objective	*To inform humanitarian actors on needs, displacement dynamics and services access in high needs and/or hard-to-reach areas in Central African Republic*			
Specific Objective(s)	*1.* To identify humanitarian needs and vulnerabilities, both sectoral and cross-sectoral of populations living in high needs and/or hard-to-reach[1] areas of Central African Republic; *2.* To provide up-to-date information on displacement dynamics and service provisions / access in high needs and/or hard-to-reach areas. *3.* Compare needs and vulnerabilities over time			
Research Questions	*1.* What are the needs and vulnerabilities of populations in high needs and/or hard-to-reach areas with regards to Food Security, Livelihoods, Health, Nutrition, Shelter/NFI, WASH, Education and Protection *2.* How do these needs and vulnerabilities evolve over time? *3.* To which services and type of humanitarian assistance, the populations in high needs and/or hard-to-reach areas have access ? *4.* What are the main access constraints ? *5.* What are the main movements of populations in high needs and/or hard-to-reach areas?			
Geographic Coverage	*High needs and / or hard-to-reach areas – Admin 3 (commune) level - defined as areas responding to one, or more, of the following criteria:* 1. Areas that are difficult to access for security reasons 2. Areas that are difficult to access for logistical reasons 3. Areas for which information on the humanitarian situation are outdated or incomplete 4. Areas with highest severity of needs			
Secondary data sources	*OCHA, IOM Displacement Tracking Matric (DTM), Rapid Response Mechanism(RRM), MSNA / JMMI and other situations reports* *Mobile Vulnerability Analysis and Mapping (mVAM) monthly price monitoring* *Integrated Phase Classification (IPC) updates* *Cluster and partner-led assessments*			

Population(s) *Select all that apply*	X	IDPs in camp	X	IDPs in informal sites
	X	IDPs in host communities	□	IDPs [Other, Specify]
	X	Refugees in camp	X	Refugees in informal sites
	X	Refugees in host communities	X	Refugees [Other, Specify]
	X	Host communities	X	Other, specify : Returnees and repatriated

Stratification *Select type(s) and enter number of strata*	X	Geographical #: Admin 3 (commune), 38 Population size per strata is known? □ Yes X No	□	Group #: _ _ _ Population size per strata is known? □ Yes □ No	□	*[Other Specify]* #: _ _ Population size per strata is known? □ Yes □ No
Data collection tool(s)	X	Structured (Quantitative)		X	Semi-structured (Qualitative)	

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[1] Areas with non-regular access due to poor infrastructures, active conflict, humanitarian access restrictions, out-dated information or a combination of these.

	Sampling method	Data collection method
Structured data collection tool # 1 *Select sampling and data collection method and specify target # interviews*	X Purposive □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling X Snowball sampling	X Key informant interview (Target #): *max. 5 per locality / target minimum of 10% of localities per admin 3 (commune) per month / OR target minimum of 10% of localities per targeted road per month (localities to be identified inside a buffer of 20 kms (10 + 10) along targeted roads)* X Group discussion (Target #): *min. 1 FGD per admin 3 per month* □ Household interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Target level of precision if probability sampling	N/A	N/A

Data management platform(s)	X	IMPACT	□	UNHCR		
	□	[Other, Specify]				

Expected ouput type(s)	X	Situation overview #: 01	□	Report #: _ _	□	Profile #: _ _
	□	Presentation (Preliminary findings) #: _ _	□	Presentation (Final) #: _ _	X	Factsheet #: 03 monthy factsheets
	□	Interactive dashboard #:_	□	Webmap #: _ _	□	Map #: _ _
	□	[Other, Specify] #: _ _				

Access	X	Public (available on REACH resource center and other humanitarian platforms)
	□	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)
Visibility	*REACH Initiative, OFDA*	

2. Rationale

2.1. Rationale

The crisis in Central African Republic has entered its 6th year. Since late 2012 – early 2013, the conflict, driven by diverse motives between armed groups, the *Mission Intégrée des Nations Unies pour la Stabilisation de la Centrafrique* (MINUSCA) and the *Force Armées de Centrafrique* (FACA) in several parts of the country, has created acute humanitarian information gaps. Indeed, access is continuously impeded in many areas due to security and logistics challenges. This has resulted in both non-systematic and non-comprehensive data collection efforts. As a consequence, humanitarian planning and implementation has been mostly driven by available information rather than by a comprehensive understanding of the humanitarian situation and its subsequent priorities. It has become urgent to ensure a closer monitoring of the humanitarian situation in areas where access is limited and/or when information is out-dated.

To monitor humanitarian needs and displacement of population living in these areas, REACH will conduct data collection, using methodology and tools inspired from a similar exercise carried out by REACH in South-Sudan, "Area of Knowledge (AoK)" (see Terms of reference). Data collection will be mostly conducted remotely as access is largely impeded in targeted

areas. As such, data is collected at the locality level, through a network of key informants. First pilot will be deployed in Bangassou town, Mbomou prefecture, and in Bambari, Ouaka prefecture from May 2019, and will expand to other high needs and / or hard-to-reach area based on available funding.

The AoK approach, as described in its South-Sudan version, "provides regular, reliable indicative tracking of humanitarian needs over time, to support the prioritization and identification of hot-sport areas witnessing a deterioration of humanitarian needs". Collected data and subsequent analysis will be shared with existing humanitarian coordination mechanisms and structures for triangulation and feedbacks purposes in order to ensure that results effectively inform the humanitarian response planning. Indeed, a wide consensus in CAR is that response is implemented based on areas where we have information, rather than where needs are / may be. Sharing data and analysis aim at informing response planning and supporting decision making process based on identified needs and vulnerabilities across the country.

3. Methodology

3.1. Methodology overview

This several-rounds assessment research cycle aims at informing on high needs and/or hard-to-reach areas, defined as areas with non-regular access due to poor infrastructures, active conflict, humanitarian access restrictions, out-dated information or a combination of these.

Quantitative data will be collected in both direct and remote data collections using a structured locality level questionnaire. Each month, enumerators will gather information on humanitarian needs and vulnerabilities at locality level. In most of the cases REACH officers and/or enumerators will not visit directly the localities to be assessed, but data will be produced through the conduction of Key Informants (KI) interviews with people deemed to have the required knowledge (i.e. good information about a locality of interest over the last 30 days). KIs in this category are expected to be i) newly arrived IDPs, ii) itinerants (traders, NGO officials), and/or iii) individuals who have regular phone/satellite/radio communication with individuals living in the locality.

In order to provide a more in-depth understanding of the movements of the population, the access to services and the service access constraints by sector (FSL, Health, WASH, Shelter/NFI), as well as to complement/verify data collected through the KI interviews, the monthly data collection cycle also entails Focus Group Discussions (FGD).
FGDs are conducted by Field Coordinators and/or Assessment Officers, assisted by 1 enumerator for taking the notes.
During these FGDs a semi-structured tool is used in order to collect the needed information. This tool is used to look at wider commune-level, with participants purposively selected through the previously identified KIs.
At least 1 FGD per month should be conducted for each commune, with participants representing (reporting about) at least 5% of the total of targeted localities for the commune.

REACH officers and/or enumerators could however visit some targeted localities, if accessible by car or motorbike, in case that these localities host places of concentration / transit particularly relevant for the surrounding localities, such as markets, health services, bus stations, IDPs site etc In such cases, quantitative data will be produced through the conduction of KI interviews with local stakeholders of the visited locality (representatives of health and/or education services, local organisations etc.), by using the same questionnaire as for the standard KI interviews.
Quantitative data regarding the surrounding localities will be as well collected.

In order to ensure a minimum level of representativeness, Findings for communes where less than 10% of localities situated in the commune have been assessed, will not be included in published REACH products.

For some targeted communes, the identified "High needs and/or Hard-to-reach" areas only concern specific roads, and not their totality. In these cases the data collected will concerns only the localities along these specific roads, and situated in a

buffer of 20 km (10 + 10) along the roads. In such cases, commune-level reporting in which less than 10% of localities situated in the buffer have been assessed, will not be included in published REACH products. The total number of localities located within each buffer will be identified before data collection.

Quantitative data will then be aggregated in order to provide commune level findings. Data will be displayed on factsheets informing on humanitarian needs and vulnerabilities per sector. These factsheets will be published each month, while Situation Overview reports will be published every three months and will focus on trends analysis.

3.2 Population of interest

During the pilot, this assessment has been conducted by focusing on Internally Displaced Persons, refugees, returnees, repatriated, and host population in high needs and /or hard-to-reach or inaccessible areas in Mbomou, Ouaka, and Basse-Kotto prefectures. Following the pilot, in order to establish the list of high needs and/or hard-to-reach areas in Central African Republic (as of october 2019), discussions have been entailed with the humanitarian partners (OCHA, Assessment Working Group and Clusters) before and after the implementation of the MSNA 2019. The criteria used to identify these areas were:

1. Areas that are difficult to access for security reasons

2. Areas that are difficult to access for logistical reasons

3. Areas for which informations on the humanitarian situation are outdated or incomplete

4. Areas with highest severity of needs

Similar discussions will be conducted with interested partners in order to update on a regularly basis the list of Admin 3 defined as H2R.

Data will be collected at the lowest unit possible, i.e. at the locality level derived from the OCHA localities dataset. A locality is either a village or, regarding an urban area, a neighbourhood. The level of coverage (proportion of localities assessed in a given commune) will be declared for each product when results are presented.

Commune-level reporting in which less than 10% of localities have been assessed will not be included in published REACH products. Commune-level reporting in which less than 10% of localities situated in the buffer (road) have been assessed, will not be included in published REACH products.

During the data collection, a part from some questions regarding the presence and movement of populations in the locality (KI) and within the commune (FGD), no stratification by group of population is implemented, given the aim of the survey is to assess the overall population living in the locality and the commune.

3.3 Secondary data review

Secondary data is used to support the identification of areas with limited or irregular access and/or with outdated information, design of tools and triangulation of date / results.
- Identifying areas: through continued discussions with humanitarian partners (OCHA, NGOs, clusters) and reviews of existing analysis (HNO, IPC, RRM reports, MSNA findings and other ad-hoc analysis), high needs and / or hard-to-reach areas have been identified, and will be updated on a regularly basis.
- Designing tools: during the pilot version, an adapted version of the AOK tool developed by REACH in South Sudan has been used. For further rounds, tools are reviewed according to the feedbacks from the pilot phase; the hard-to-reach component of the MSNA 2019; partners' feedbacks, in order to make sure data produced closely informs humanitarian planning.

- Triangulation: Data produced will be triangulated with other sources (through discussion with partners and existing analysis) to confirm findings during analysis and report drafting stages.

3.4 Primary Data Collection

As outlined in table 1 below, during the pilot, data have been collected in two communes:

Adm. 1 – Prefecture	Adm. 2 – Sous-prefecture	Adm. 3 – Commune	Base Location
Mbomou	Bangassou	Bangassou	Bangassou (ACTED)
Ouaka	Bambari	Bambari	Bambari (ACTED)

For further rounds, following the discussions entailed with the humanitarian partners for the identification of the "High needs and/or hard-to-reach" areas as of October 2019 in CAR, data will be collected for the following communes:

Adm. 1 - Préfecture	Adm. 2 - Sous-préfecture	Adm. 3 - Commune	Geographical coverage[2]	Base location
Vakaga	Birao	Ridina	Total	Birao
	Birao	Ouandja	Total	
	Ouanda-Djallé	Vokouma	Total	
Haute-Kotto	Ouadda	Ouadda	Total	Bria
	Ouadda	Ouandja-Kotto	Total	
	Yalinga	Yalinga	Total	
Haut-Mbomou	Djéma	Djéma	Total	Obo
	Mboki	Mboki	Total	
	Bambouti	Lili	Total	
	Zémio	Zémio	Partial (roads Zémio-Djéma and Zémio-Démbia)	
Mbomou	Rafai	Rafai	Partial (road Démbia-Djéma)	Bangassou
	Bangassou	Voungba-Balifondo	Partial (road Bali Fondo-Fodé)	
	Bangassou	Sayo Niakari	Partial (roads Bambarassa-Yaénikao and Bambarassa-Labassondaké)	
	Ouango	Ngbandinga	Partial (road Tondomazouma)	
	Bakouma	Bakouma	Partial (roads Bakouma-Nzacko and Bakouma-Kitika)	
	Gambo	Ngandou	Total	
Basse-Kotto	Mingala	Siriki	Total	Alindao
	Mingala	Kotto	Total	
	Mingala	Séliba	Total	

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[2] « Total » for the Admin 3 (communes) where the targeted localities correspond to the total number of localities situated in the commune; "Partial" for the Admin 3 (communes) where the targeted localities are those situated within the buffer of specific roads, as mentioned in brackets.

	Zangba	Ouambé	Total	
	Zangba	Yabongo	Total	
	Satéma	Kotto-Oubangui	Total	
	Alindao	Bakou	Partial (road Ngonda-Gbada1)	
	Mobaye	Mbéima	Partial (road Léoua-Ngalé croisement)	
	Kémbé	Mboui	Partial (roads Dimbi-Bourouma and Dimbi-Mossambo)	
Ouaka	Ippy	Yengou	Partial (road Ippy-Atongo Bakari)	Bria
	Ippy	Baidou Ngoumbourou	Partial (road Ippy-Gpt Djoubissi)	
Ouham-Pendé	Ngaoundaye	Dilouki	Partial (localities bordering Tchad)	Bocaranga
	Ngaoundaye	Yémé	Partial (localities bordering Tchad and the sous-préfecture of Paoua)	
	Ngaoundaye	Kodi	Partial (road Mann-Boko-Assana and localities bordering Cameroon)	
	Ngaoundaye	Mbili	Partial (road Assana-Kaita-Koui)	
	Bocaranga	Bocaranga	Partial (road Bohong-Tollé)	
	Koui	Koui	Partial (road Koui-Yéléwa)	
	Paoua	Bah-Bessar	Total	
	Paoua	Nana-Barya	Total	
	Paoua	Mia-Pendé	Total	
Ouham	Markounda	Nana-Markounda	Total	

Quantitative data collection tools

Quantitative data is collected in the above-mentioned field locations through a structured multi-sector survey tool that captures locality-level information on displacement, food security and livelihoods (FSL), WASH, Shelter/NFI, Nutrition, Protection, Education and Health. This tool can be used in both direct and remote data collections.

For the May 2019's pilot version, the tool was adapted from the South-Sudanese version through the Kobo toolbox. Starting from November 2019, the data will be collected through a revised version of the tool, based on the feedbacks / lessons learnt from the pilot version as well as the MSNA 2019. Feedbacks received from partners following the dissemination of the results will be constantly evaluated and eventually incorporated to ensure a collaboratively designed tool.

Data will be uploaded to the REACH CAR Kobo server at the end of each collection day (should there be an available internet network).

Data are collected by enumerators supervised by a field officer, who will ensure in collaboration with the assessment officer the cleaning process and briefing with enumerators to address inconsistencies in data collection and constantly monitor the geographical coverage based on collected data. The aim of the assessment is to cover as many localities as possible, hence

to focus resources accordingly, a cap on KI interviews has been set at a maximum of 5 per locality for each data collection round.

Most of the data collection will be conducted using a combination of purposive and snowball sampling to identify KIs:

- Direct KI interviews: Key informants who have knowledge of a remote-locality will be interviewed. KIs in this category will be identified amongst i) newly arrived IDPs, refugees, ii) itinerants (traders, NGO officials), and/or iii) individuals who have regular phone/satellite/radio communication with individuals living in the locality. KIs can also be selected through snowball sampling; via KIs that have been interviewed, who are able to put the data collection team in touch with additional KIs.
- Remote KI interviews through phone calling: REACH will interview KIs living in localities of interest remotely, through phone calling from a H2R base. These KIs are identified through snowball sampling, via KIs recommending additional respondents at the conclusion of each interview.

REACH officers and/or enumerators could however visit some targeted localities, if accessible by car or motorbike, in case that these localities host places of concentration / transit particularly relevant for the surrounding localities, such as markets, health services, bus stations, IDPs site etc. In such cases, quantitative data will be produced through the conduction of KI interviews with local stakeholders of the visited locality (representatives of health and/or education services, local organisations etc.), by using the same questionnaire as for the standard KI interviews.

The selection criteria for a KI, applicable to any KI type, is that s/he has knowledge of a remote locality from within the last month to ensure that gathered information is up-to-date (no later than 30 days). KIs report on the locality level. A minimum of one KI per locality is required, and teams will seek to avoid more than 5 KIs per locality in order to maintain focus on covering as many localities as possible (as opposed to KIs).

Qualitative data collection tools

In order to provide a more in-depth understanding of the movements of the population, the access to services and the service access constraints by sector (FSL, Health, WASH, Shelter/NFI), as well as to complement/verify data collected through the KI interviews, the monthly data collection cycle also entails Focus Group Discussions (FGD).
FGDs are conducted by Field Coordinators and/or Assessment Officers, assisted by 1 enumerator for taking the notes.
During these FGDs a semi-structured tool is used in order to collect the needed information. This tool is used to look at wider Admin 3 (commune)-level, with participants purposively selected through the previously identified KIs.
At least 1 FGD per month should be conducted for each commune, with participants representing (reporting about) at least 5% of the total of targeted localities for the commune.
Information collected through the FGDs will be filled into a matrix and sent to the Assessment officer on a monthly basis.

3.5. Data Processing & Analysis

Data quality and cleaning

Every day, at the end of the collection, the surveys are uploaded on the REACH/IMPACT Kobo server and downloaded as one dataset. This dataset will be cleaned by the database assistant or the assessment officer. Cleaning included logging deleted entries and value changes, whilst the raw dataset is also stored.

The following protocols are in place to ensure the quality of data collected:

- Weekly spot checks by field officer of enumerators conducting interviews
- Daily data check of collected quantitative data by field officers, who identify outliers, abnormalities and logical inconsistencies and give regular feedback to enumerators through monthly and ad-hoc trainings, during spot checks as well as the daily morning brief. Data points which can't be resolved through discussions with enumerators are deleted and where entire records (surveys) are deemed unreliable, the entire record is deleted from the dataset.
- Weekly data cleaning by Assessment Officer, who review data cleaning conducted by Field Officers and provide additional feedback to the data collection teams in the form of re-training.

After all dataset are cleaned, the raw and cleaned dataset, along with the data cleaning log, will be saved and stored in a clearly labelled folder (see data management plan).

Aggregation of KI responses to locality level

Given more than one quantitative survey may be collected on a given locality, data from key informants reporting on the same locality is aggregated to the locality level using a R script which employs the following logic to calculate locality-level responses.

All questions will be analyzed according to the % of assessed localities responding for each answer. In the event that the number of KI interviews from a given locality conflict, the most common response will be used as the answer for that locality. In the event that the answers conflict, and there is not a majority answer, then the results will be aggregated also considering the typology of KI, in order to prioritize the answers reported by KIs whom "visited" directly the locality during the last 30 days (individuals living in the locality, newly arrived IDPs/refugees or itinerants) instead of those referred by KI through remote (even if regular) communications with the locality.

After that, in the event that the answer still conflict, then the answer "Aucun consensus" will be given instead. "Aucun consensus" will be included as an option in the total responses for the aggregated data.

Note: For certain questions, noted in the Data Analysis Plan, some responses will super-cede others, and either the modal response or "Aucun consensus" will not be used as normal. This is to ensure that one KI's lack of knowledge about specific issues, for instance, protection concerns, do not cancel out the information that other KIs might know. The specific questions and the particular method of their analysis will be detailed in the section 5. For example, if there are three KIs, and one notes that there are unaccompanied children in the locality, but two say that there are not, the answer will be coded as "Yes" even though more KIs reported "No" because not all KIs might be aware of unaccompanied children within the locality.

For data in a commune to be considered as representative, at least 10% of localities in each commune must be assessed in the case of "total" coverage, and minimum 10% of localities situated in the road buffer in case of "partial" coverage. If not, then the locality data can be used for larger, aggregated outcomes, but cannot be used to make broader claims of the commune as a whole.

Data Analysis

For quantitative data gathered, analysis will be conducted using R. Following the aggregation of the data, it will then be fed into a tableau tool, which will be used as a tool to easily analyze indicators at the aggregate, prefecture, sous-prefecture, or commune level. If an analysis at sous-préfecture level is required, then data will be weighted to the commune level to ensure that communes more heavily sampled than others relative to their number of localities are not given a greater weight in aggregated outcomes that combine two or more communes. To do this, a weighted arithmetic mean will be applied to all communes to ensure that the results give a proper weight to commune relative to its number of localities

$$Aggregated\ Regional = \frac{(Commune\ weight_{C1}\ x\ Assessed\ Settlements_{C1}) + (Commune\ weight_{C2}\ x\ Assessed\ Settlements_{C2}) + \cdots}{Commune\ weight_{C1} + Commune\ weight_{C2} + \cdots}$$

The same aggregation methodology will be used to produce results at prefecture level, if needed.

Because there is no way to ensure that localities are selected at random, strong representative claims cannot be made regarding the findings of the data. The following criteria have been established to maximize representativeness as far as possible:

- Total communes: A minimum of 10% of localities must be assessed in a commune. This level is assumed to be enough to provide an approximate estimate of conditions within the commune;
- Partial communes: A minimum of 10% of localities must be assessed within the buffer along the targeted roads. This level is assumed to be enough to provide an approximate estimate of conditions on the localities situated along the road.
- All data is to be reported as, "assessed localities" in order to ensure that no broader claims regarding representativeness are made;
- To compare a commune or group of communes (such as sous-prefecture or prefecture) over time, each month being assessed should ideally contain the exact same communes. Otherwise, at least 70% of the localities assessed within the commune must remain the same for each month, in order to be compared;
- The area being defined (either the prefecture, the sous-prefecture, or "assessed (communes) sous-prefectures in the (sous)-prefecture") must be clearly defined so as not to misrepresent the findings.

As an example, for a given prefecture, its sous-prefectures and communes, the minimum numbers of KIs interviews to be conducted to reach the required 10% threshold is described below:

Sous-prefecture/Commune	Total of localities	Total of localities along the targeted road (buffer)	10% threshold
Sous-Prefecture A			
Commune 1	40	N/A	4
Sous-Prefecture B			
Commune 1	1	N/A	1
Commune 2	N/A	30	3
Commune 3	19	N/A	2
Sous-Prefecture C			
Commune 1	20	N/A	2
Commune 2	30	N/A	3
Commune 3	N/A	40	4
Commune 4	20	N/A	2

Qualitative data

The results of FGDs will be filled into a matrix and sent par mail to the Assessment officer in charge for supervising all data. During the analysis, these results will be used to verify and complement the data collected through the KI interviews, as well as to identify trends to be included in the Situation Overview reports.

4. Roles and responsibilities

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed

Research design	Assessment Officer	Assessment Officer / CFP	HQ	
Supervising data collection	FO	AO	AO /CFP	
Data processing (checking, cleaning)	FO/AO	AO	AO / CFP + GIS	
Data analysis	AO	AO/CFP	GIS, HQ	
Output production	AO	AO/CFP	GIS, HQ	
Dissemination	AO	AO	CFP	HQ
Monitoring & Evaluation	AO	AO/CFP	HQ	
Lessons learned	AO	AO	CFP, 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*

NB: Only one person can be Accountable; the only scenario when the same person is listed twice for a task is when the same person is both Responsible and Accountable.

5.Data Analysis Plan

SEE ATTACHED FILE

6. Data Management Plan

7. Monitoring & Evaluation Plan

- *Please complete the M&E Plan column in the table and use the corresponding Tools in the Monitoring & Evaluation matrix to implement the plan during the research cycle.*

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals 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
		# of downloads of x product from Country level platforms	Country team		□ 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
		# of visits to x webmap/x dashboard	Country request to HQ		□ 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	*HNO, HRP, light-mid-year HNO, Cluster strategy if any*
		# 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	Country team	Usage_Feedback *and* Usage_Survey template	*Usage surveys*
		Perceived usefulness and influence of IMPACT outputs			*Usage surveys*
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			*Usage surveys*

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