

Research Terms of Reference

Area of Knowledge (AoK) Situation Monitoring

Borno State, Nigeria

Research Cycle ID: NGA1801

February 2018

Version 2

REACH Informing
more effective
humanitarian action

1. Summary

Country of intervention	Nigeria					
Type of Emergency		Natural disaster	X	Conflict	X	Emergency
Type of Crisis		Sudden onset		Slow onset		Protracted
Mandating Body/ Agency	REACH					
Project Code	35 iADN					
REACH Pillar		Planning in Emergencies	X	Displacement		Building Community Resilience
Research Timeframe	January – Ongoing					
General Objective	To inform humanitarian response planning through the regular and timely provision of relevant public information products related to the constantly evolving humanitarian context within Nigeria, with an emphasis on hard to reach areas.					
Specific Objective(s)	<ol style="list-style-type: none"> 1. Identify displacement routes, patterns of previous displacement, including push and pull factors 2. Provide an estimate of remainee figures and their profile 3. Identify expected displacement routes, patterns of displacement for those remaining in areas of origin 4. To identify the primary needs in areas of origin, in terms of security, water and sanitation, food security, health, livelihoods, shelter and education. 5. To identify existing functional and non-functional infrastructure such as health facilities, schools, markets, shelters and water points at areas of origin. 					
Research Questions	<ol style="list-style-type: none"> 1. What are the displacement trends and routes for those recently displaced? 2. What are the expected displacement trends and routes for those still remaining in areas of origin? 3. What are the reasons some people have left their areas of origin, and reasons why others have remained? 4. What are the primary needs and barriers to services for those remaining in areas of origin? <ol style="list-style-type: none"> ○ What are the priority needs for remainees in areas of origin? ○ Accessibility/barriers to water and sanitation, food, livelihoods, health, education? 5. What is the types and current status (functioning, damaged, occupied) of infrastructure in the areas of origin? <ol style="list-style-type: none"> ○ What are the status and types of water points and latrines? 					

	<ul style="list-style-type: none">○ What are the status and types of health facilities○ What are the status and types of educational facilities, services?○ What is the status of the markets?○ What is the status and types of shelters? <p>6. What is the profile of those still remaining in the areas of origin? How does it differ from those who have already been displaced?</p>																						
Research Type		Quantitative		Qualitative	x Mixed methods																		
Geographic Coverage	Borno State, Nigeria																						
Target Population(s)	Recently displaced populations within Borno State																						
Data Sources	<p>Secondary Data:</p> <ul style="list-style-type: none">- IOM Flash Reports- Emergency Tracking Tool (ETT)- Rapid Assessments in Areas of New Displacement- OpenStreetMaps / eHealthAfrica <p>Primary Data: To be collected from January 2018 onwards in response to reported displacement. Focus group discussions or Key Informant Interviews with individuals who have knowledge of a hard to reach areas (defined as persons with access to areas where INGOs don't have access to) will be interviewed.</p>																						
Expected Outputs	1 x Humanitarian Situation Overview for purposively selected displacements based on severity of displacement, and the relevance of filling information gaps for that displacement in a timely manner.																						
Key Resources																							
Humanitarian milestones	<table><tr><th colspan="2">Milestone</th><th>Timeframe</th></tr><tr><td></td><td>Cluster plan/strategy</td><td></td></tr><tr><td>x</td><td>Inter-cluster plan/strategy</td><td>Can inform inter-sector planning and coordination</td></tr><tr><td></td><td>Donor plan/strategy</td><td></td></tr><tr><td></td><td>NGO plan/strategy</td><td></td></tr><tr><td></td><td>Other</td><td></td></tr></table>					Milestone		Timeframe		Cluster plan/strategy		x	Inter-cluster plan/strategy	Can inform inter-sector planning and coordination		Donor plan/strategy			NGO plan/strategy			Other	
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	Other																						
Access	X	Public (available on REACH research center and other humanitarian platforms)																					
		Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)																					

	Other
Visibility	REACH Logos on outputs
Dissemination	Situation overviews produced on an ad-hoc basis (dependent on displacement flows, evolving situation)

2. Background & Rationale

General Contextual Overview

Since 2009, Northeastern Nigeria has experienced an ongoing conflict between Armed Opposition Groups (AOGs) and the Nigerian Army, causing nearly 2 million people displaced, with 1.4 million moving into the Borno state capital of Maiduguri and 200,000 outside the country (to Niger, Cameroon) at the height of the displacement¹. Livelihoods have been severely impacted as many farmers have been unable to access farmland², which coupled with the oil crisis³ and price inflation in 2016⁴, made many food and other basic needs difficult to access. As a result, the UN declared Nigeria one of four different countries at risk for famine in 2017⁵. Health and education infrastructure has been severely damaged throughout affected areas with many structures being destroyed, damaged or abandoned⁶.

Due to insecurity, many IDPs have concentrated in LGA capital towns, or other major towns, in part due to improved security or access to humanitarian services. It is unclear how many people are currently living outside of LGA towns. While humanitarian organizations have access to LGA capitals and some other major towns, they still have limited access to the majority of areas within the LGAs, particularly Abadam and Marte LGAs which remain completely inaccessible.

Last year saw some IDPs beginning to return to their home LGAs, with more than half a million returnees (547,766) reported in Borno state alone in 2017, to places such as to Konduga, Monguno, Mobbar, Gubio, Gwoza, Kaga, and others⁷. While some were able to resume agricultural activities in 2017, the ongoing conflict has continued to severely impact livelihoods for many farmers who lack access to agricultural land, and have lost livestock and other personal resources to support themselves. As of January 2018, many continue to live in formal and informal camps, and within host communities within the three states most heavily affected by the conflict (Borno, Yobe, Adamawa), with nearly 800,000 IDPs in Maiduguri alone.

Information Gaps and REACH Response

Displacements noted often occur from hard to reach areas where international NGOs have little or no access due to insecurity. This presents several challenges as humanitarian actors have limited information on living conditions, needs, movement intentions for populations in these areas, and are unable to access these populations for primary data collection. In order to fill these information gaps, REACH will interview key informants who either regularly move in and out of hard to reach areas or have been recently displaced from those areas.

¹ <http://www.unocha.org/nigeria/about-ocha-nigeria/about-crisis>

² <https://reliefweb.int/report/nigeria/2016-humanitarian-needs-overview-nigeria-november-2015>

³ <http://www.bbc.com/news/world-africa-35990319>

⁴ <https://reliefweb.int/report/nigeria/food-security-and-humanitarian-implications-west-africa-and-sahel-n-76-august-2016>

⁵ <http://www.un.org/apps/news/story.asp?NewsID=56777>

⁶ Northeast Nigeria Response. Health Sector Bulletin #36, 30 November 2017. Health Sector Nigeria.

⁷ Displacement Tracking Matrix (DTM) Round XX Report – November 2017. Nigeria. https://nigeria.iom.int/sites/default/files/gis_products/02a%20DTM%20Nigeria%20Round%20XX%20Dashboard%20of%20Baseline%20Assessment.pdf

3. Research Objectives

REACH will aim to provide an overall, rapid overview for each recent displacement, the humanitarian situation in areas of origin and future expected displacement from those areas. In order to achieve this, REACH will:

1. Identify displacement routes, patterns of previous displacement, including push and pull factors
2. Provide an estimate of remainee figures and their profile
3. Identify expected displacement routes, patterns of displacement for those remaining in areas of origin
4. To identify the primary needs in areas of origin, in terms of security, water and sanitation, food security, health, livelihoods, shelter and education.
5. To identify existing functional and non-functional infrastructure such as health facilities, schools, markets, shelters and water points at areas of origin.

4. Research Questions

1. What are the displacement trends and routes for those recently displaced?
2. What are the expected displacement trends and routes for those still remaining in areas of origin?
3. What are the reasons some people have left their areas of origin, and reasons why others have remained?
4. What are the primary needs and barriers to services for those remaining in areas of origin?
 - What are the priority needs for remainees in areas of origin?
 - Accessibility/barriers to water and sanitation, food, livelihoods, health, education?
5. What are the types and current status (functioning, damaged, occupied) of infrastructure in the areas of origin?
 - What are the status and types of water points and latrines?
 - What are the status and types of health facilities
 - What are the status and types of educational facilities, services?
 - What is the status of the markets?

5. Methodology

5.1. Methodology overview

The Area of Knowledge methodology is intended to provide information on areas deemed inaccessible to humanitarian actors due to insecurity or other reasons in places where populations are either recently displaced from, or people are still remaining. The added value of this methodology is that it can be used to gather information about the situation in hard to reach areas where people are displaced from, while other data sources such as rapid assessments conducted by NGOs, Rapid Response Mechanism (RRM) and the Displacement Tracking Matrix (DTM) by IOM, tend to focus on the needs and information at sites of arrival.

REACH Nigeria will use key informant interviews (KIIs) and focus group discussions (FGDs) for this assessment. FGDs will be conducted with recent IDPs originating from hard to reach areas, and cover topics including displacement trends and routes, movement intentions, needs and living conditions both in hard to reach areas of origin and their current location. KIIs will focus on reporting the displacement status and movement intentions of households in hard to reach villages.

The sampling methods for Area of Knowledge methodology depends on several criteria:

- 1) Information gaps – What information is missing, or is needed for strategic and programmatic programming? Who can give this information?

- 2) Levels of humanitarian access – What are the current access restrictions? In what ways can we safely and feasibly collect and report data?
- 3) Pace of data collection – Is displacement occurring rapidly or is the situation relatively stable? Are rapid assessments necessary or can a recurring monitoring system be established?

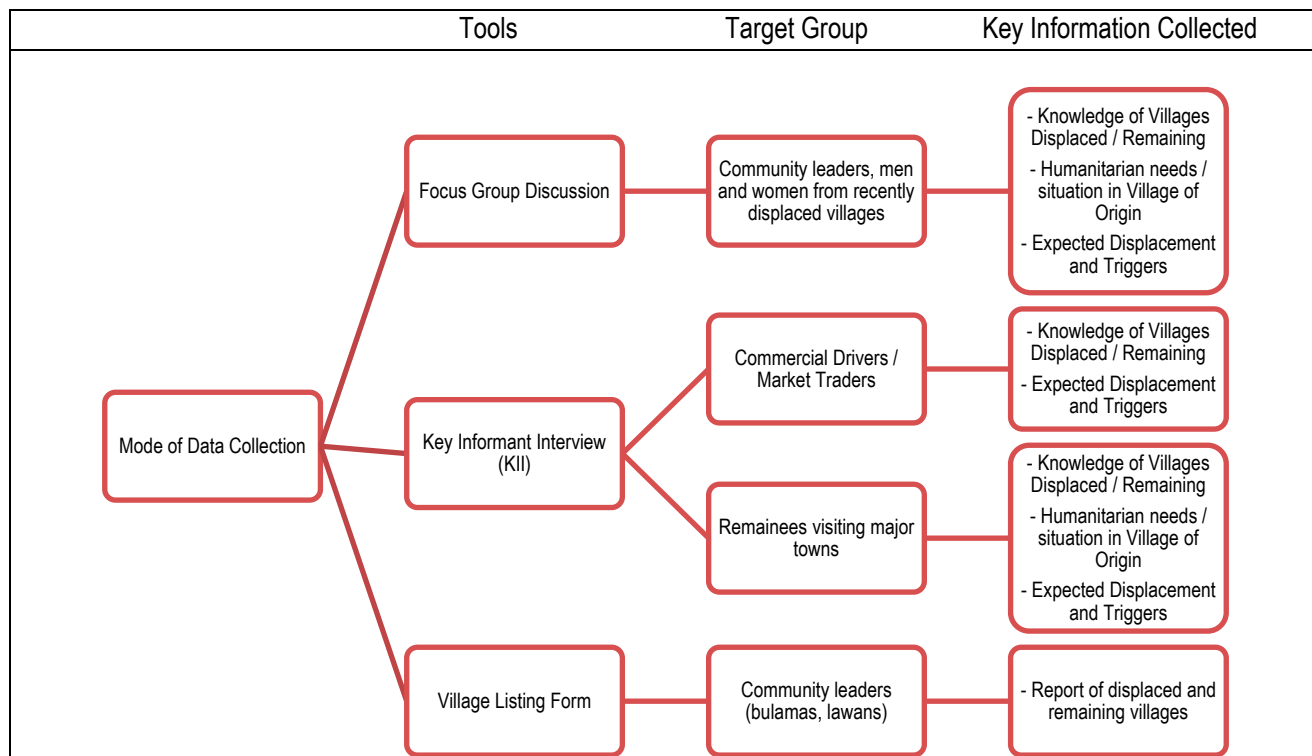
These criteria in the Northeast Nigerian context have the following implications. Firstly, displacements occurring into accessible areas have been sudden and unexpected, causing the emergency responses to be delayed. Additionally, there is not a clear idea how many households of people remain in hard to reach areas, so it is difficult to predict the scope of future displacements. Secondly, access to areas outside of major towns or LGA capitals is restricted due to insecurity so direct data collection is not possible in hard to reach areas. Mobile data collection is also not feasible in these areas as they lack cell tower coverage. Therefore key informants must be located and identified in areas that data collection teams can access, that have knowledge of areas that we cannot access. Lastly, displacement is frequent and exhibits a variety of patterns as observed by IOM data sources within Northeast Nigeria. It is therefore not feasible to respond or monitor every displacement that occurs, meaning AoK data collection will be purposively chosen with consideration for the severity of the observed displacements, or the potential timeliness of information that could be provided to the humanitarian community.

Three potential sources of information have been identified:

- 1) Community leaders, men and women from recently displaced villages
- 2) Commercial drivers or other traders traveling between LGA and other main towns
- 3) Remainees who travel to LGA or other main towns for markets or other services

The tool used and information asked will depend on the information source available at each site of arrival:

Figure 1: Tools, information sources and target information



Teams will conduct focus group discussions with villages that have been recently displaced within the last two months, at sites which they are currently arriving and are considered safely accessible by REACH team members. Topics will focus on displacement trends and routes, and humanitarian situation and needs in areas of origin. At the moment, these FGDs will be conducted as rapid assessments given the dynamic and evolving displacement situation.

The key informant tool will be used with commercial drivers, market vendors, remainees who travel to accessible towns to access services/markets, and any other potential informant who may have direct or indirect information on hard to reach areas. This questionnaire focuses on knowledge of displaced and remaining villages, as well as identifying potential future displacement. Potential key informants will be identified at key locations such as car parks and markets, or through referral from other informants. If possible, referrals and interviews can be conducted via mobile telephone given that it is safe to call the individual and mobile networks are working in those areas.

The “Village Listing Form” is a short questionnaire intended to exhaustively list all the displaced villages at a given site of arrival. Enumerators will engage each bulama or community leader representing a displaced community, asking about the name of their village/community of origin, its location, how many households left or are remaining in the village, when they left and why. Unlike the other tools, this tool will be applied to all communities who have been displaced, even farther back than two months. The intention is to get a more comprehensive picture of whether areas are deserted or have remainees outside the LGA towns.

5.2. Population of interest

The populations of interest are:

- Remainees in villages of origin of people displaced within the last two months in Northeast Nigeria

Cross-cutting issues of gender and vulnerability (elderly, children, disability) are also of interest and will be addressed in the methods and questionnaire.

5.3. Secondary data review

The secondary data review focused on two main objectives:

1. Identifying LGAs and specific sites of recent displacement (within the last 2 months)
2. Review existing information on numbers of IDPs and remainees, humanitarian needs, infrastructure and services in currently hard to reach areas where recent IDPs are coming from.

Recent IOM Emergency Tracking Tool reports has indicated new displacement trends in the last two months. In the second week of January 2018, many new IDP arrivals were documented in Gwoza (1,247), Monguno (1,212), Ngala (931), Nganzai (715), and to a lesser extent Konduga (276), Bama (256) and Mafa (147)⁸. The main reasons for these movements were voluntary relocation, seeking improved security, in response to attacks, poor living conditions or due to ongoing military operations. Within each of these LGAs, there are several towns and communities that have become home to formal and informal camps, or as transitional sites, and are confirmed or likely destinations for new arrivals. These sites can be potential starting points for identifying communities of the recently displaced.

Table 1: Possible Sites of Arrival for FGDs

LGAs	Sites of Arrival	Areas of Departure	# New Arrivals (9-15 January 2018)
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⁸ IOM DTM Nigeria – Emergency Tracking Tool (ETT). No. 49, January 9th – 15th, 2018

Gwoza	Pulka Town (transit camp) Gadamayo community Bulabulin/Wakane	Gwoza, Maiduguri, Yola South Maiduguri, Mubi South Jere	323 779 135
Monguno	GGSS Camp	Marte, Nganzai	1212
Ngala	Gamboru A International School Camp	Cameroon, Marwa, Ngala Marwa, Ngala, Lagos	670 261
Nganzai	Gajiram Gajiganna Tungushe	Nganzai Magumeri; Nganzai Jere; Magumeri, Konduga	534 ?? ??
Konduga	Auno Jakana Kondunga	Magumeri Magumeri Bama	73 35 124
Bama	Bama Town Kumshe	Bama Marwa	31 204
Mafa	Mafa Town	Jere, Mafa	117

These sites can be used as an initial list to draw from as sites of arrival, but additional sites can be identified and prioritized based on reported new waves of displacement.

Outside of LGA capitals and larger towns, limited information is available. Several rapid assessments and reports have been published in regard to the recent displacement, providing some small insight into the reasons and modalities of displacement, but also tend to focus on needs at the point of IDP arrival. Information on some of the major recent displacements is summarized below:

Nganzai-Axis Displacement

There are several main sites of displacement along the Maiduguri-Monguno road. Gajiram (Nganzai), Gajiganna (Magumeri) and Tungushe (Konduga), are major towns that have seen recent displacement since October 2017. These sites have already received many displaced households from November 2016, when people fled from Kukawa, Marte and Monguno LGAs due to ongoing military operations, being received in sites such as Gajiram, Burimari community and Gasarwa community.

As recently as early January 2018, IOM reported people leaving the camps in Burimari to either Gajiram or Monguno towns⁹, and later from Gasarwa community to Gajiram as well. DRC in a recent rapid assessment reported nearly 95% of people in Gasarwa had left in the first week of January to Monguno and Gajiram, due to no longer any security forced being present and harassment by armed groups¹⁰. It was also reported that some households without means to pay for transport were staying in hopes of not being attacked.

Danish Refugee Council (DRC) conducted a Shelter-NFI Rapid Assessment in December 2017 in Gajiganna, a town on the main road roughly 43km north of Maiduguri. They reported several thousand displaced individuals arriving in Gajiganna since October 2017, with the majority fleeing due to ongoing military operations or threat of attack from armed groups (AG). All together, it was reported 45 distinct communities made up the protracted and recent displaced populations in the town¹¹.

Monguno Displacement

⁹ Flash Report – IDP Movement in Nganzai and Monguno LGAs. 05 January 2018. DTM Nigeria.

¹⁰ Rapid Assessment – Secondary displacement of IDPs from Gasarwa to Gajiram, 9 January 2018

¹¹ Rapid Shelter and NFI Assessment – Gajigana, Magumeri LGA – 30 November 2017. Danish Refugee Council.

Monguno town has been accessible to humanitarian actors since August 2016, and remains the LGA with the highest burden of displaced population of over 122,000 IDPs. The surrounding areas outside of Monguno town remain unsafe due to the presence of AGs¹².

In the first two weeks of January, new displacements were recorded going to Monguno. In addition to recent arrivals from Burimari Camp in Nganzai⁷, 1,212 new arrivals were reported in Monguno Town from Gasarwa Camp and Marte LGA. Marte is still considered completely inaccessible to humanitarian actors. Movements were reportedly due to recent attacks by AGs and ongoing military operations¹³.

Gwoza Displacement

Gwoza LGA has several key towns that have been receiving IDPs during the crisis, with the greatest response presence in Gwoza town and Pulka since July 2016. As of October 2017, more than 25,000 IDPs were reported living in Pulka alone in camps and integrated into the host community. Many of these IDPs are from the surrounding areas in Gwoza LGA, but from January to May 2017, a large amount of refugees of Cameroon have arrived in Pulka as well. Throughout the conflict people in Gwoza have often gone into and returned from Cameroon depending on the security situation¹⁴.

At the end of December, IOM reported a new wave of 1,437 IDPs arrived in Wege Arrival Camp in Pulka town from Gwoza and Bama LGAs. It was reported by IOM during their registration that very few men arrived compared to women, boys and girls. This displacement followed a military operation in Ngoshe ward, Gwoza LGA¹⁵. Other communities in the LGA have reported receiving new IDPs in the second week of January such as Bulabulin and Gadambayo communities. Some of these IDPs may be in transit originating from Adamawa, and others returning to Gwoza from Maiduguri¹⁶.

5.4. Primary Data Collection

Overview - Data collection will be conducted on a rolling-basis depending on when new waves of displacement take place. As each new area of displacement is identified, REACH field teams will travel to the appropriate LGA of arrival for those IDPs. On arrival at the site, teams will confirm the numbers of new arrivals, and the distribution of LGA/ward/village of origin for those arrivals by talking with camp managers and community leaders. Field officers will either utilize FGD facilitators from REACH pool of enumerators, or hire local enumerators that have been previously employed in other surveys. Four FGDs will be conducted per site identified, three with community leaders and other men, and 1 with women from those same communities.

Data collection teams - Field team composition will vary depending on the location of data collection. In areas accessible by day from Maiduguri, such as Nganzai and Mafa, each team will comprise of a field officer and an enumerator. Each data collection team will consist of one field officer/assistant, and one enumerator to assist with translation and note-taking as necessary.

REACH will specifically target IDPs that have been displaced within the last two months. Within each site identified by the field teams 3-6 villages will be purposively selected, 6 FGDs will be conducted, 3 with community leaders and other men, and 3 with women from those same locations/sites with IDP arrivals will be identified. In total, 6 FGDs will be conducted per site.

¹² Nigeria – Displacement in Monguno LGA, Borno State. Short Note 18 September 2017. ACAPS

¹³ IOM DTM Nigeria – Emergency Tracking Tool (ETT). No. 49, January 9th – 15th, 2018

¹⁴ Fact Sheet – NE Nigeria: Pulka, Gwoza LGA November 2017. OCHA

¹⁵ Flash Report – New Arrivals in Wege Arrival Camp, Pulka – IOM Rapid Assessment – Pulka, Gwoza LGA 28 December 2017

¹⁶ IOM DTM Nigeria – Emergency Tracking Tool (ETT). No. 49, January 9th – 15th, 2018

Site and participant selection - Field teams will perform a listing exercise, identifying all the villages at a particular site that have been displaced within the last 2 months, along with their relative number of households. Of the 6 focus groups done in each site, 3 FGDs will focus on the village leadership, while 3 FGDs will be held with women from those same communities. The village focus group discussions will each comprise of the 6-8 community leaders (bulamas, lawans) and other men from 1-2 displaced villages. Potential key informants will be identified at key locations such as car parks and markets, which are likely to have people coming from hard to reach areas in order to access goods and transportation services. Informants can also be identified through referral from other informants. If possible, referrals and interviews can be conducted via mobile telephone given that it is safe to call the individual and mobile networks are working in those areas.

Participating villages will be chosen purposively on two main criteria: (1) in instances where displacement into a site is originating from multiple LGAs, trying to be representative of communities from each of those LGAs, and (2) with preference to the most recently displaced villages. Ideally at least one FGD will be conducted with the most recently displaced villages from each represented LGA. For the female FGD, women will be asked to participate from the three to six villages selected for the village-level FGDs at each site.

5.5. Data Analysis Plan

Following data collection, a debrief meeting will be held to capture any key lessons learned and major results from the field work. Afterwards, notes and observations from FGDs and key informant interviews will be typed up by field officers/assistants and submitted to the Assessment Officer for review. Any questions or clarifications on the responses will be followed up with the teams. Responses will be analyzed in two ways: (1) thematically to identify any major themes that are common among the different sites and locations, and (2) by gender analysis, to identify any differences in experiences between men and women during displacement or in needs at villages of origin.

The status of displaced and remaining villages identified from key informants, will be checked against an existing list of villages from Open Street Maps/eHealthAfrica. Using ArcGIS, the information will be analyzed for trends geographically and over time to identify pockets of remaining villages and potential displacement routes.

5.6. Limitations

This study has the following limitations:

- Findings cannot be generalized with a specified level of precision to other IDP communities. Findings should also be interpreted as indicative only as displaced villages are not being exhaustively assessed.
- Numbers of households, or proportions of households accessing services, which are reported should be taken as approximations and have not been exhaustively counted or verified by data collection teams.
- Reports of conditions or situations in areas of origin have not been directly confirmed due to inaccessibility of the area.
- Given the purposive selection of key informants, there is no guarantee that all areas of origin will be represented so there may be gaps of information for given LGAs and wards whose communities displaced to areas other than the sites of arrival visited by REACH teams.

6. Product Typology

Table 1 : Type and number of products required

<i>Type of Product</i>	<i>Number of Product(s)</i>	<i>Additional information</i>
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7. Management arrangements and work plan

7.1. Roles and Responsibilities, Organogram

Country Focal Person (1x)

- External engagement
- Review of tools, methodology, plans and outputs

Assessment Officer

- Coordinate and oversee data collection processes
- Develop research design, methodology, work plans, assessment implementation plans
- Create data collection tools and training materials
- Lead output production

Senior Field Officer

- Identify displaced communities and organize FGDs
- Overall responsibility for purposive selection of communities for FGDs, based on criteria
- Coordinate access to research locations
- Identification and supervision of enumerators
- Conduct/Participate in training of field teams
- Communication point between field and assessment/analysis teams
- Lead debrief sessions with data collection teams

Field Officer

- Identify displaced communities and organize focus group discussions
- Lead focus group discussions
- Identification and supervision of enumerators
- Conduct/Participate in training of field teams

Enumerators (4x)

- Conduct focus group discussions (organization, facilitation, note-taking, translation)

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Define research scope	Assessment Off.	Assessment Off.	Country Focal Person	HQ
Design FGD and KII questionnaires	Assessment Off.	Country Focal Person	Field Officers	HQ
Pilot / Field testing	Senior Field Officer	Assessment Off.	Logistics, Security	Country Focal Person
Identification and mobilization of communities for FGDs	Senior Field Officer	Assessment Off.	Country Focal Person	-
Conduct focus group discussions and key informant interviews	Field Officers	Assessment Off.	Senior Field Officer	Country Focal Person

Analysis of FGD results	Assessment Off.	Assessment Off.	Field Officers	Country Focal Person
Situation Overview production	Assessment Off.	Country Focal Person	Field Officers	Donors
Dissemination	Country Focal Person	Country Focal Person	Geneva	Donors

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

7.2. Resources: HR, Logistic and Financial

Funding will come from existing ECHO funds, with ACTED providing logistics and finance support. REACH will use its own pool of enumerators based in Maiduguri for assessments in areas that can be reached and returned from within a day, such as Nganzai and Mafa. For areas where enumerators cannot be transported, we will hire from local pools of enumerators that have been used for previous assessments.

7.3. Work plan

Task	January				February				March			
Week	1	2	3	4	1	2	3	4	1	2	3	4
Tool design												
Tool piloting												
Tool validation												
ToR/Methodology design												
ToR/Methodology review												
ToR/Methodology validation												
Training of enumerators												
Identification of displacement “hotspots”												
Conducting focus group discussions												
Data analysis												
Situation overview drafting												
Situation overview validation												
Situation overview dissemination												

8. Risks & Assumptions

Table 3 : List of risks and mitigating action

<i>Risk</i>	<i>Mitigation Measure</i>
<i>Change in security situation limits access to sites with recent IDPs</i>	Remain flexible in work plans, and identify secondary sites of arrival that can be visited with better accessibility. These sites would still be receiving recent IDPs, but may not be as much a focal destination as others.
<i>Logistical constraints</i>	Difficulty in reserving hub space or booking UNHAS flights for LGAs that cannot be accessed easily by car, such as Gwoza and Bama. Reservations and bookings will be made in advance, with a contingency plan of visiting other study sites of lower priority in the event that a planned trip cannot be made.
<i>Interviewees are unwilling to participate in the survey</i>	Given the threats to civilians in this security context, people may be unwilling to talk due to uncertainty of who they are talking with or the motives behind the questions. An introduction and informed consent process will be clearly explained to the participants. If the interviewees still refuse to participate, the field officers will respect their wishes and identify alternative communities.
<i>Biases in response</i>	For a number of reasons, the participants may feel uncomfortable with speaking about certain topics due to security concerns for their people, or for fear of not getting assistance. As much as possible the moderators will sensitize the group beforehand on the purpose of the session and that information will be kept confidential.

9. Monitoring and Evaluation

See table in Annex 4.

10. Documentation Plan

1. Terms of Reference
2. Indicator list
3. Data analysis plan
4. Data collection tools
5. Notes and observations from each focus group discussions
6. Debriefing memos
7. Situation overviews

11. Annexes

1. Data Management Plan
2. Questionnaire(s) / Tool(s)
3. Dissemination Matrix
4. M&E Matrix

Annex 1 : Data Management Plan

Administrative Data	
Project Name	AoK Situation Monitoring
Project Code	
Donor	ECHO
Project partners	
Project Description	To rapidly assess current and future displacement trends of populations originating in hard to reach areas
Project Data Contacts	Tessa Richardson, REACH Country Focal Point (tessa.richardson@reach-initiative.org)
DMP Version	Draft v1
Related Policies	None
Data Collection	
What data will you collect or create?	Secondary data Primary data (qualitative)
How will the data be collected or created?	Focus group discussions – notes and observations typed up in Word
Documentation and Metadata	
What documentation and metadata will accompany the data?	Focus group questionnaire Analysis documents
Ethics and Legal Compliance	
How will you manage any ethical issues?	Consent - All the respondents and FGD participants will be asked for their consent prior to the interviews. Anonymization - all the personally identifiable information (PII) will be removed or anonymised from shared datasets
How will you manage copyright and Intellectual Property Rights (IPR) issues?	NA. IMPACT/ REACH will own the data and it will be made public
Storage and Backup	
How will the data be stored and backed up during the research?	Physical notes taken will be kept in the office until the end of the research project. The notes will be typed up daily as collected, and stored on a secure Nigeria folder of South Sudan Dropbox account.
How will you manage access and security?	After field notes and observations have been submitted, access to collected data will be limited to the Senior Field Officer, Assessment Officers and Country Focal Point.

Selection and Preservation	
Which data should be retained, shared, and/or preserved?	All data will be retained, shared and/or preserved. Hard copies of field notes can be disposed of after product dissemination has been completed.
What is the long-term preservation plan for the dataset?	Archived in South Sudan Dropbox – transferred to Nigeria Dropbox once established
Data Sharing	
How will you share the data?	Data will be uploaded to REACH Resource Centre, shared via IMWG, given to any requesting
Are any restrictions on data sharing required?	No
Responsibilities	
Who will be responsible for data management?	REACH Database Officer

Adapted from:

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation Centre. Available online: <http://www.dcc.ac.uk/resources/data-management-plans>

Annex 2 : Questionnaire(s) / Tool(s)

AoK Situation Monitoring – COMMUNITY DISCUSSION questionnaire (IDP)

GENERAL INFORMATION ON PARTICIPANTS					
Interviewer's name:					
Date:	Start Time:	End Time:			
FDG participant name:	Gender:	Age:	Village of origin/area of Origin (Ward/Village/Any information like 5km NE of ward town, etc.)	Profession/ Occupation:	When left
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
11)					
12)					
INTRODUCTION: Thank you all for taking the time to join this meeting. My name is _____ and I am a facilitator working for REACH. Our organization's mission is to gather information and share it with humanitarian organizations so they can plan their own responses and activities. We are not an implementing organization so we do not do distributions or activities directly. There is no direct benefit for you participating in this group, such as registration or distribution. Also there is no consequence in terms of receiving services if you decide not to participate in this discussion. Our aim here today is to learn about the recent displacement of people in the last 2 months. In particular we will ask questions about how your community was displaced, how they came here, what is the situation in your villages of origin, and if more people are expected to displace from those places soon. We think that this discussion will take between 1.5 and 2 hours. Do you agree to participate in this discussion?					
[ALL] DISPLACEMENT OVERVIEW – This first set of questions, we want to understand about how many people have left or stayed in your village of origin, and the reasons people have had for leaving or staying.					
	Village of Origin #1 (Name):		Other Villages #2 (Names):		
→ How many households and people used to live in your village before the conflict? <ul style="list-style-type: none"> ○ How many households/people left the village of origin with you? ○ How many households and people remained in your village of origin at that time? 					
→ How many times have you been displaced? <ul style="list-style-type: none"> ○ Since leaving your village of origin, where are all the places your community has stayed? ○ For how long did they stay? 					

<p>→ Why did you choose to leave when you did?</p> <ul style="list-style-type: none"> ○ Can you rank those reasons? ○ If people are still there, why haven't they left? 		
<p>→ Are you aware of in any other nearby villages have displaced or still remain?</p> <ul style="list-style-type: none"> ○ Which villages? ○ When did they leave? ○ How many remain? 	If so, please complete the Displacement Tracking Form	If so, please complete the Displacement Tracking Form
<p>→ In general, what groups of people were able to travel with you when you left? What groups of people stayed behind? Why? (elderly, separated and unaccompanied children, pregnant and breastfeeding women, physically disabled, mentally disabled, rich/poor, men/women?)</p>		
<p>→ What % of the recent IDPs were able to bring anything with them when they were displacing?</p> <ul style="list-style-type: none"> ○ What were the main items they brought? Identification? 		

[ALL] DISPLACEMENT ROUTES – The next several questions will ask about how you travelled from your village of origin to your current location. We want to understand the path you took and the reasons you came that way.

Participatory Mapping Instructions

- 1) The moderator should use a sheet of blank paper, flipchart paper, or drawing in the dirt to facilitate this part of the discussion. Keep the paper or take a picture of the map at the end.
- 2) Draw a point representing the village of origin and indicate directions such as North, East, West, South. Draw and make notes on the map as information is added.
- 3) The moderator should probe for distances (approximate km) and any major reference points to help understand the route (major settlements, waterways, other natural features, etc.)
- 4) The notetaker should continue taking notes on the discussion

	Village of Origin #1 (Name):	Other Villages #2 (Names):
<p>→ Where is your village in relation to your present location?</p> <p>→ Where is your village in relation to your ward town?</p> <p>→ Are there any other major settlements or landmarks close to your town?</p> <p>→ What other locations did people from your village displace to?</p> <p>→ Can you describe each route people in your village took when they left your village?</p> <ul style="list-style-type: none"> ○ What was your mode of transportation? 		

<ul style="list-style-type: none"> ○ What % of displaced households took each route? → Did your people stay anywhere between your village and arriving at their current location? Where? → Is this your final location? <ul style="list-style-type: none"> ○ If not where do you plan to go? When? → Why did you choose this as your final location, opposed to other places? → On the way to this location, did you receive any assistance (water, food, etc)? <ul style="list-style-type: none"> ○ What kind of assistance? ○ Where? ○ From whom? → Did you or anyone you know face any security incidents while traveling? What kinds of incidents? Where did it happen? 		
<p>[ALL, skip remainee questions if none exist] EXISTING SERVICES AND ASSISTANCE (at Area of Origin) – Now we would like to ask some questions about the current conditions in your village of origin. We want to get a better understanding of what the situation and needs are back in your home.</p>		
<p>Communication - When is the last known information you have with your village of origin?</p> <ul style="list-style-type: none"> - How do you get your information? 		
<p>Security – Before you left, were there any security incidents happening in your village?</p> <ul style="list-style-type: none"> - Have there been any security incidents happening in your village of origin? - What were the main threats before you left? - What are the main threats for people remaining in your village now? - What are the main threats for you now in your current location? - Are any threats specific for men, women, boys or girls? <p>Before you left, were there any movement restrictions in your village of origin? What were they?</p> <ul style="list-style-type: none"> - What movement restrictions are there for people remaining in your village now? - What movement restrictions do you have now in your current location? 		
<p>Shelter – What is the condition of households in your village?</p> <ul style="list-style-type: none"> - What is the main types of shelter? - What % of households live in each type of shelter? - What % are destroyed, partially damaged, no damage? 		
<p>Food Security – Before the conflict, what was the main way people got food in your village of origin? What % of households are getting food from each source?</p>		

<ul style="list-style-type: none"> - What is the main way of getting food for people remaining in your village of origin now? What % from each source? - What is the main way you are getting food in your current location? What % from each source? <p>Were people in your village of origin able to harvest this last season?</p> <ul style="list-style-type: none"> - If so, what crops? - Do people have food reserves from their harvest in your village of origin? How long might it last? <p>Before the conflict, how many meals per day did people eat in your village of origin?</p> <ul style="list-style-type: none"> - How many meals per day do people remaining in your village of origin eat now? - How many meals per day do you eat now in your present location? <p>What strategies are people remaining in your village of origin using to cope with not having enough food?</p> <ul style="list-style-type: none"> - What coping strategies are people using now in your present location? <p>What are the main barriers to accessing food for people remaining in your village of origin?</p>	
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<p>Livelihoods – Before the conflict, what was the main source of income for people in your village of origin before the conflict?</p> <ul style="list-style-type: none"> - What is the main source of income for people remaining in your village of origin now? - What is the main source of income for you in your present location now? - What are the main barriers people remaining in your village of origin face to getting income? - What are your main barriers to accessing income here? <p>Do people remaining in your village own livestock? What is the status of their herds?</p> <p>Are there any working markets accessible in your village of origin?</p> <ul style="list-style-type: none"> - If no, since when did they stop working? - If yes, what food items are available? What is the price of 1 mudu maize, groundnut, beans, millet, soybean, rice? - If yes, what non-food items are available? (blankets, mats, jerry cans, cooking pot, mosquito net, bucket, soap?) 	
<p>WASH – Before the conflict, what was the main source of drinking water in your village of origin?</p> <ul style="list-style-type: none"> - What is the main source of water for people remaining in your village of origin now? - What are the main barriers to accessing enough drinking water for people remaining in your village of origin? - In your village, how many functional water points are there (boreholes, springs, wells)? - How many non-functional? - What is the main source of water for you in your present location now? <p>Before the conflict, were people paying for water in your village of origin? If so, how much?</p> <ul style="list-style-type: none"> - How much do people pay for water in your village of origin now? - How much do you pay for water in your present location now? 	

What % of people have access to latrines? <ul style="list-style-type: none"> - What types of latrines? - Are they functional? 	
Health – Before the conflict, what kinds of health services were accessible in your village of origin (health clinic, mobile clinic, polio/measles campaign, pharmacy, etc.)? <ul style="list-style-type: none"> - What health services do people remaining in your village of origin have access to now? - What health services do you have access to now in your present location? Before the conflict, what were the main barriers to accessing health services in your village of origin? <ul style="list-style-type: none"> - What are main barriers to accessing health services for people remaining in your village of origin now? What is the name of the closest health facility to your village of origin? <ul style="list-style-type: none"> - What is the status of that facility (functional, damaged, occupied by armed actors, etc.)? - Do you know the condition/status of any other health facilities in your ward of origin? - In your village of origin, has there been any unusual outbreak of diseases in the last month? 	
Education – Before the conflict, what types and levels of education were accessible in your village of origin? <ul style="list-style-type: none"> - What types and levels of education are accessible for people remaining in your village now? - What types and levels of education are accessible to you now in your present location? Are children remaining in your village of origin currently are going to school? <ul style="list-style-type: none"> - What % of children remaining in your village access each type and level of education? - What is the main barrier to accessing education services for children remaining in your village? What is the name of the closest school to your village of origin? <ul style="list-style-type: none"> - What is the status of that facility (functional, damaged, occupied by armed actors, etc.)? - Do you know the condition/status of any other schools in your ward of origin? 	

DISPLACEMENT INTENTIONS (EXPECTED) (IF REMAINEES)

	Village of Origin (Name):	Other Villages (Names):
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<p>→ (If remainees) Do people remaining in your village of origin intend to displace soon? If so, when?</p> <p>→ What % of people in the village of origin intends to displace to another place soon?</p> <ul style="list-style-type: none"> ○ Where do people intend to displace to? ○ What % want to go to each place)? ○ Why do they want to go to these places? ○ When do they intend to displace to these places? 		
<p>→ Are there people who don't want to move in the next month?</p> <ul style="list-style-type: none"> ○ What % of the remainees in the village? ○ Why don't they want to move? <p>→ What triggers or events might cause many more people to displace from your village of origin?</p>		
RETURN INTENTIONS AND NEEDS (EXPECTED)		
<p>→ Return Intentions – If the military told you it was safe to return to your village of origin, would you return in the near future (3 months?)</p> <ul style="list-style-type: none"> ○ What if they told you it was safe to return but to another village in your LGA? ○ What are the main reasons you all would decide to return to their villages? 		
<p>→ Remainee Needs – What are the top three needs for people remaining in your village of origin?</p> <p>→ Current Priority Needs – What would be your main priority needs for you now in your current location?</p> <p>→ What would be your top three main priority needs upon returning to your village of origin?</p>		

Area of Knowledge Situation Monitoring – Key Informant Questionnaire for Remainee Community Members

Interview Date:	Enumerator Name:	Site:
State:	Ward:	Village:
Name of Interviewee:		

Introduction - Thank you all for taking the time to talk with me. My name is _____ and I am working for REACH. Our organization's mission is to gather information and share it with humanitarian organizations so they can plan their own responses and activities. We are not an implementing organization so we do not do distributions or activities directly. There is no direct benefit for you participating in this group, such as registration or distribution. Also there is no consequence in terms of receiving services if you decide not to participate in this discussion.

Our aim here today is to learn about the recent displacement of people in the last 2 months, possible future displacement and the humanitarian situation in non-displaced communities We think that this discussion will take about 30-40 minutes.

Do you agree to participate in this discussion? Circle One: YES / NO

DISPLACEMENT

Does your village have any other names?	
Please describe, where is your village in relation to other major towns, waterways or other landmarks?	
How many households and people have left your village within the last 2 months? - Why did they leave? - When did they go? - Where did they go?	
How many households and people are remaining in your village? - Why have you all remained?	
Do you or other people in your village have any plans to move to another location soon? - When? - Where will you go? - How will you get there? - Why that location?	
What triggers or events would cause you to decide to move to another location?	
Are you aware of any other villages near you that have been displaced or have people remaining?	If so, please complete the Displacement Tracking Form

Humanitarian Needs / Situation

Security	
Have there been any security incidents happening in your village? - What are they? - Are there any threats that are specific to men, women, boys and girls? - What have you done to protect yourselves?	
Do you and people in your village currently have any movement restrictions? - What are they?	
Shelter	
What is the condition of households in your village? - What is the main types of shelter? - What % of households live in each type of shelter?	

- What % are destroyed, partially damaged, no damage?	
Food Security	
What is the main way of getting food for people remaining in your village now? <ul style="list-style-type: none"> - What % from each source? - What are the main barriers to accessing food in your village? - On average, how many meals a day do people eat in your village? - What coping strategies do people without enough food use in your village? Were people in your village able to harvest last season? <ul style="list-style-type: none"> - If so, what crops? - Do people have food reserves from their harvest in your village of origin? - How long might it last? 	
Livelihoods	
What is the main source of income for people in your village? <ul style="list-style-type: none"> - What are the main barriers to getting income for people village? Do people in your village have livestock? <ul style="list-style-type: none"> - What is the status of their herds? Are there any working markets accessible from your village? <ul style="list-style-type: none"> - Which market? - What food items are available there (maize, groundnut, beans, millet, soybean, rice?)? - What non-food items are available (blankets, mats, jerry cans, cooking pot, mosquito net, bucket, soap?)? 	
WASH	
What is the main source of drinking water in your village? <ul style="list-style-type: none"> - What are the main barriers to accessing enough drinking water in your village? - How many functional water points (boreholes, springs, wells) are there? - How many non-functional waterpoints? Are people paying for water in your village? <ul style="list-style-type: none"> - If so, how much does it cost? What % of people have access to latrines in your village? <ul style="list-style-type: none"> - What types of latrines? - Are they functional? 	
Health	
What health services do people in your village have access to (probe health clinics, mobile clinics, polio/measles campaign, pharmacy, etc.)? <ul style="list-style-type: none"> - What are the main barriers to accessing health services for people in your village? What is the name of the closest health facility in your village of origin?	

<ul style="list-style-type: none"> - What is the status of that facility (functional, damaged, occupied by armed actors, etc.)? - Do you know the condition/status of any other health facilities in your ward of origin? - In your village of origin, has there been any unusual outbreak of diseases in the last month? 	
Education	
<p>What types and levels of education are available for people in your village?</p> <p>Are children in your village currently going to school?</p> <ul style="list-style-type: none"> - What % of children are attending each type? <p>What is the name of the closest formal school to your village?</p> <ul style="list-style-type: none"> - What is the status of that facility (functional, damaged, occupied by armed actors, etc.)? - Do you know the condition/status of any other schools in your ward of origin? 	
Priority Needs	
<p>In your opinion, what are the top three priority needs of people in your village?</p> <p>In your opinion, what would be the top three priority needs of people in our village, if they were to move to another location?</p>	
Referrals and Conclusion	
<p>Thank you for your time. This information will be shared with other humanitarian actors and will really help inform our response.</p> <p>Do you know anyone else we could talk to with more information about villages that are remaining or displaced?</p> <ul style="list-style-type: none"> - What is their phone information? 	

Displacement Tracking Form

Date of Information: _____ Site: _____ Name of Staff/Enumerator: _____

Name of Village	What is the nearest ward town?	What direction is the ward town from your village? Be as specific as possible (NE, S, N, NE, etc.)	About how many km is this village from the ward town?	Ward (check against map if is known ward)	LGA	Village is Displaced or Remaining?	Date left village (month / year)	# HH before the conflict	# HH left before this group	# HH left village with this group	# households remaining in village now	Main reason left village	Date of Last Information	Source of information	Village contact phone number?
						Disp. Remain									
						Disp. Remain									
						Disp. Remain									
						Disp. Remain									
						Disp. Remain									
						Disp. Remain									
		Do you know anyone else we could talk to who would have more information on the status of villages? (Record their referral information below)													

Annex 3 : Dissemination Matrix

Dissemination Channel	Comments
Protection, Shelter, CCCM Sectors	Sharing of products, presentation
ISWG	Sharing of products, presentation
Information Management Working	Sharing of anonymised data sets
Resource Center	Upload all products to the resource centre

Annex 4 : M&E Matrix

Goal	External M&E Indicator	Internal M&E Indicator	Methodology	Focal point	Tool	Research-specific information (to be filled by country team for each research cycle/ToR)
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	User monitoring	Country request to HQ	User_log	Y
		# of downloads of x product from Relief Web		Country request to HQ		Y
		# of downloads of x product from Country level platforms		Country team		N
		# of page clicks on x product from REACH global newsletter		Country request to HQ		N
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly		Country team		N
		# of visits to x webmap/x dashboard		Country request to HQ		N
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Reference monitoring	Country team	Reference_log	Protection Sector Strategy for 2018
		# references in single agency documents				DRC and NRC Country Strategies; UNHCR Protection Strategy
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs	Usage M&E	Country team	Usage_Feedback and Usage_Survey template	Usage survey to be conducted at the end of the research cycle related to all outputs, targeting at least 20 partners
		Perceived usefulness and influence of IMPACT outputs				
		Recommendations to strengthen IMPACT programs				
		Perceived capacity of IMPACT staff				
		Perceived quality of outputs/programs				
		Recommendations to strengthen IMPACT programs				
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (providing resources, participating to presentations, etc.)	# of organisations providing resources (i.e. staff, vehicles, meeting space, budget, etc.) for activity implementation	Engagement Monitoring	Country team	Engagement_log	Running log to be kept of all contributions, inputs and engagement
		# of organisations/clusters inputting in research design and joint analysis				
		# of organisations/clusters attending briefings on findings;				