Research Terms of Reference

Rapid Information and Needs Assessment
AFG 2102a
Afghanistan

March 2021
Version 1

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Afghanistan					
Type of Emergency	X	Natural disaster		Conflict		Other *(specify)*
Type of Crisis	X	Sudden onset		Slow onset		Protracted
Mandating Bodies/ Agencies	*Inter-Cluster Coordination Team (ICCT) and the Accountability for Affected People working group (AAP WG)*					
IMPACT Project Code	2102a					
Overall Research Timeframe	28/02/2021 to 18/04/2021					
Research Timeframe	1. Pilot/ training: 14 – 15 March 2021			6. Preliminary presentation: 18 April 2021		
	2. Start collect data: 16 March 2021			7. Outputs sent for validation: 12 April 2021		
	3. Data collected: 01 April 2021			8. Outputs published: 26 April 2021		
	4. Data analysed: 07 April 2021			9. Final presentation: 26 April 2021		
	5. Data sent for validation: 12 April 2021					
Number of assessments	X	Single assessment (one cycle)				
		Multi assessment (more than one cycle)				

Humanitarian milestones	**Milestone**		**Deadline**
		Donor plan/strategy	
	X	Inter-cluster plan/strategy	18/04/2021
	X	Cluster plan/strategy	18/04/2021
		NGO platform plan/strategy	
		Other (Specify):	

Audience Type & Dissemination	**Audience type**	**Dissemination**
	□ Strategic	□ General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)
	X Programmatic	X Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting
	X Operational	X Presentation of findings (e.g. at HCT meeting; Cluster meeting)
	□ [Other, Specify]	□ Website Dissemination (Relief Web & REACH Resource Centre)
		□ [Other, Specify]

Detailed dissemination plan required	Yes		X	No

General Objective	This assessment has three general objectives:
	1) Determine the strengths and challenges of the humanitarian response to the 2018 – 2019 drought from the perspective of implementing partners and Afghan communities to then draft lessons learned that can inform future humanitarian responses to natural disasters;
	2) Determine the humanitarian assistance and information (related to humanitarian assistance) needed by Afghan communities during and immediately a natural disaster;
	3) Determine the communication channels that Afghan communities prefer regarding a natural disaster.
	Findings will inform humanitarian communications and planning for the Spring 2021 humanitarian response to natural disasters, including a possible dry spell expected in May / June 2021.

Specific Objective(s)	
	1) Determine the immediate impacts of the 2018 – 2019 drought on Afghan communities;
	2) Determine the information (related to humanitarian assistance) and humanitarian assistance provided to Afghan communities during and promptly following the 2018 – 2019 drought;
	3) Determine the humanitarian assistance provided to and the communication with Afghan communities by the humanitarian community during and immediately following the 2018 – 2019 drought;
	4) Determine, through primary income sources and current priority needs, which Afghan communities may be most vulnerable during and immediately following a natural disaster;
	5) Determine which communication channels are most preferred by and most accessible to Afghan communities, including vulnerable community members (disabled, elderly, illiterate, or female), during and immediately following a natural disaster;
	6) Determine the information needs of Afghan communities during and after a natural disaster.

Research Questions	
	1) What were the immediate impacts of the 2018-2019 drought on Afghan communities?
	2) What information (regarding humanitarian assistance) and humanitarian assistance relating to the 2018 – 2019 drought was offered to Afghan communities in 2018 – 2019 by the humanitarian community?
	3) What were some of the challenges and what worked well for the humanitarian community when providing information and humanitarian support relating to the 2018 – 2019 drought in 2018 - 2019?
	4) What have been the immediate impacts of natural disasters on Afghan communities from 2018 to 2021?
	5) What information (regarding natural disasters) would be most useful to Afghan communities?

		a.	How might this differ by type of natural disaster?

	6)	How would Afghan communities prefer to receive this information before, during, and after a natural disaster?

		a.	How might this differ by type of natural disaster?
		b.	How might this differ between vulnerable groups and non-vulnerable groups within communities?

	7)	How would communities like to communicate with aid organizations about a natural disaster and any relating humanitarian assistance for communities?
	8)	What barriers do communities face regarding communications to or from aid agencies before, during, and immediately after a natural disaster?
	9)	In the event of a natural disaster, which communities may be most impacted?
	10)	What needs within communities may be aggravated by a natural disaster?

Geographic Coverage	Nationwide – covering all 419 districts, via Key Informant Interviews, across all 34 provinces
Secondary data sources (SDR)	SDR sources will include the Food Security and Agriculture Cluster (FSA) review conducted in July 2012, the Food and Agriculture Organization of the United Nations (FAO) Afghanistan Drought Risk Management strategy from February 2020, the IASC Peer 2 Peer final mission report from March – April 2019, the Information Internews Information Ecosystem assessment from September 2016, the Internews Information Ecosystem assessments from 2020–2021, the REACH Hard to Reach (HtR) rounds conducted from July 2019 – January 2021, the REACH Rapid Communications Assessment (RCA) conducted in April 2020, the REACH Whole of Afghanistan Assessment (WoAA) 2020 conducted in August – September 2020, and the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) Natural Disasters database from 2018 - 2021.

Population(s) *Select all that apply*	□	IDPs in camp		□	IDPs in informal sites
	□	IDPs in host communities		□	IDPs [Other, Specify]
	□	Refugees in camp		□	Refugees in informal sites
	□	Refugees in host communities		□	Refugees [Other, Specify]
	□	Host communities		X	[Other, Specify] Communities at-risk of natural disasters

Stratification *Select type(s) and enter number of strata*	□	Geographical #: 419 districts Population size per strata is known? X Yes □ No	□	Group #: 2 (Community leaders, implementing partners) Population size per strata is known? □ Yes X No	□	*[Other Specify]* #: _ _ Population size per strata is known? □ Yes X No

Data collection tool(s)		Structured (Quantitative)	x	Semi-structured (Qualitative)

	Sampling method	**Data collection method**
Structured data collection tool (s) # 1: Community Leader Tool	x Purposive □ Probability / Simple random □ Probability / Stratified simple random	x Key informant interview (Target #):1600[1] □ Group discussion (Target #):_ _ _ _ _ □ Household interview (Target #):_ _ _ _ _

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[1] REACH aims to include 4 KIIs, 1 -2 KIIs from urban areas and 2 -3 KIIs from rural areas, from each of the 419 districts in Afghanistan. This would be approximately 1600 KIIs.

Select sampling and data collection method and specify target # interviews	□ Probability / Cluster sampling □ Probability / Stratified cluster sampling □ [Other, Specify]	□ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Semi-structured data collection tool (s) # 1: Implementing Partners Tool *Select sampling and data collection method and specify target # interviews*	x Purposive x Snowballing □ [Other, Specify]	x Key informant interview (Target #): 60[2] □ Individual interview (Target #):_ _ _ _ _ □ Focus group discussion (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Semi-structured data collection tool (s) # 2 *Select sampling and data collection method and specify target # interviews* ***If more than 2 structured tools please duplicate this row and complete for each tool.*	□ Purposive □ Snowballing □ [Other, Specify]	□ Key informant interview (Target #): _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ □ Focus group discussion (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _
Target level of precision if probability sampling	**NA** % level of confidence	**NA** +/- % margin of error
Data management platform(s)	X IMPACT	□ UNHCR
	□Other, specify	

Expected outputtype(s)	□	Situation overview #: _ _	□	Report #: _ _	□	Profile #: _ _
	X	Presentation (Preliminary findings) #: as needed	X	Presentation (Final) #: as needed	X	Factsheet #: 7 regional factsheets
	□	Interactive dashboard #:_	□	Webmap #: _ _	X	Map #: as needed
	□	[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*
	Donor: BHA
	Coordination Framework: ICCT, AAP WG
	Partners: N/A

2. Rationale

2.1 Background

Located in a seismically active and mountainous region, Afghan people are at risk of avalanches, earthquakes, drought, flooding and other extreme conditions. The Notre Dame Global Adaptation Index ranks Afghanistan as the 10th most vulnerable country in the world to climate change, which could exacerbate needs driven by decades of conflict, pervasive poverty, previous natural disasters, and the COVID-19 pandemic. The 2018 – 2019 drought, for example, internally displaced more than 300,000 Afghans and increased "crisis" levels of food insecurity in 22

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[2] REACH aims to include 2 KIIs from each of the 34 provinces in Afghanistan. This is approximately 60 KIIs.

out of 34 provinces in Afghanistan. The Food and Agriculture Organization (FAO) of the United Nations projects that lower than average levels of snowfall and precipitation caused by the 2020 - 2021 La Nina may cause a dry spell that could undermine the May-June 2021 harvest. This would increase food insecurity, depress local economies, and drive displacement – particularly in drought-prone areas of the country.

Afghanistan's 2018-2019 drought was devastating, and lessons learned from the drought response indicated that one issue faced by humanitarian actors was in the drafting of appropriate messages for communicating with affected populations. As of 2021, little is still known about information needs of affected populations during natural disaster response in Afghanistan. There is currently a gap around information that affected populations need during a drought or other natural disaster, as well as information about the best means for disseminating information to affected populations – including particularly vulnerable populations such as women, elderly, and persons with disabilities. The overall objective of this assessment, then, is to determine the information and humanitarian assistance that Afghan communities need during a natural disaster, with particular attention to lessons learned from the 2018-2019 drought and need during a future dry spell.

2.2 Intended impact

Findings will inform communications between humanitarian actors and Afghan communities, as well as larger response planning for the Spring 2021 humanitarian response to natural disasters - with particular interest in informing the AAP WG and AAP partners ahead of an information campaign regarding humanitarian services during a possible dry spell in May / June 2021.

3. Methodology

3.1 Methodology overview

This assessment will use a remote Key Informant (KI) based methodology and purposive-convenience sampling for primary data collection. A secondary data review will complement and triangulate analysis drawn from primary data collection. First, KIs will be identified in both communities and among humanitarian organizations that were part of the 2018-2019 drought response through purposive sampling of existing networks that exist within the humanitarian cluster system. Second, interviews will be conducted using trained interviewers fluent in Dari and Pashto, either from a call centre in Kabul or face-to-face (according to standard COVID-19 interview protocols) as security protocols allow. Enumerators will conduct approximately 1660 interviews from 16 March 2021 to 01 April 2021. Third, data will be collected, cleaned, and analysed according to standard IMPACT guidelines. Analysis of primary data will be supplemented with findings identified during a secondary data review. Finally, findings will be presented to interested clusters and working groups, highlighting information that is informative for humanitarian response planning.

3.2 Populations of interest

The population of interest for this assessment is any community in Afghanistan that may be at-risk of natural disasters, specifically drought, in the spring of 2021. To ensure this assessment captures all at-risk communities, all 419 districts across Afghanistan will be assessed. Due to the rapidity with which this information is required to inform spring response planning, this assessment will use Key Informant Interviews (KIIs) to gather information at the community and organizational level: community leaders from each of the 419 districts will be assessed with a community leader KI tool, and implementing partners (IP) who were involved in the 2018-2019 drought response from 2018-2019 will be assessed using an implementing partner KI tool.

3.3 Secondary data review (SDR)

To complement primary data collection through KIIs, this assessment will draw on relevant work from both external and REACH assessments conducted in Afghanistan. To provide a contextual understanding of droughts and dry spells in Afghanistan, this assessment will draw on the Food Security and Agriculture Cluster (FSA) review conducted in July 2012 and the Food and Agriculture Organization of the United Nations (FAO) Afghanistan Drought Risk Management strategy from February 2020. To complement and triangulate IP and CL KIIs regarding the 2018 – 2019 drought, this assessment will rely on the IASC Peer 2 Peer final mission report from March – April 2019, the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) Natural Disasters database from 2018 – 2019, and the REACH Hard to Reach (HtR) rounds conducted in July 2019. To complement and

triangulate CL interviews regarding information needs, communication access, and communication/information preferences this assessment will draw on the Information Internews Information Ecosystem [assessment](#) from September 2016, the Internews Information Ecosystem assessments from 2020–2021, the REACH Hard to Reach ([HtR](#)) rounds conducted in July 2020 and January 2021, the REACH Rapid Communications Assessment ([RCA](#)) conducted in April 2020, and the REACH Whole of Afghanistan Assessment ([WoAA](#)) 2020.

3.4 Primary Data Collection

Primary data collection will rely on purposive-convenience sampling to conduct KIIs. Primary data collection will include interviews with two different population groups:

(1) Interviews with approximately 1600 Community Leader (CL) KIs with extensive knowledge of their community (i.e. community leaders or elders, religious leaders, government officials, etc). Participants will be identified by REACH, the AAP WG, and AAP partner networks, and recruited based on their knowledge of their community. REACH aims to conduct approximately 1600 CL Key Informant Interviews (KIIs). To ensure a diverse set of voices, REACH will seek to identify and interview persons with disabilities, elderly, and female KIs where possible and will interview 1 – 2 KIs in the District Area Centres (DACs)/urban areas per district and 1 – 3 KIs in the rural areas per district;

(2) Interviews with 60 implementing partner (IP) KIs who directly participated in the humanitarian response during the 2018 – 2019 drought. Participants will be identified by REACH, the Inter-Coordination Cluster Team (ICCT), and ICCT partners based on their participation in the humanitarian response during the 2018 – 2019 drought. REACH aims to conduct approximately 60 IP KIIs. Again, to ensure a diverse set of voices, REACH will target 30 IP KIs who were active in urban areas during the 2018-2019 drought and 30 IP KIs who were active in rural areas. This assessment will also aim to interview both female and male KIs where possible. The goal is to include 20 female IP KIs.

One tool will be developed for deployment with each of these groups, for a total of two tools that will be used in this assessment. For CL KIs, a structured KI interview tool using close-ended questions will be used. For IP KIs, a semi-structured KI interview tool using a mix of closed- and open-ended questions will be used. Both tools will be uploaded to Kobo. All interviews will be conducted using Kobo, with all responses directly inputted into the Kobo application on a smart phone by an enumerator.

To ensure national coverage during primary data collection, REACH will conduct three types of interviews. To determine which interview type is used with each KI, REACH will draft an accessibility list based on security, network coverage, and enumerator availability. REACH will also prepare a second list of districts indicating where coverage is not possible, based on previous REACH assessments and other data sources. The following, in order of preference, are the interview types REACH will conduct:

(1) Where phone networks are strong enough for remote data collection: mobile phone interviews with KI in the targeted district/province;
(2) Where phone networks are not strong enough for remote data collection BUT in-person data collection is possible: face to face interview with KI in the targeted district/province;
(3) Where phone networks are not strong enough for remote data collection AND area is inaccessible due to active conflict or tensions between local security actors: mobile phone interviews with KI with significant knowledge of the area but not located in the targeted district/province.

For mobile phone interviews, REACH will use a call centre of experienced enumerators to conduct remote interviews with KIs, from Kabul. For face-to-face interviews, REACH will recruit experienced enumerators in the targeted district/province. Dari and Pashto speaking enumerators will be used.

REACH will triangulate data through SDR and will brief/de-brief enumerators on a daily basis via the Senior Field Officer (SFO). The REACH SFO assigned to the enumerator will review the tools with the enumerator before data collection. During every day of data collection, the SFO will then follow up with the enumerator regarding any data collected in the day prior that requires further review and check-in with the enumerator regarding the interviews that were conducted on that day.

3.5 Data Processing & Analysis

Throughout the data collection period, data cleaning will take place daily. Feedback will be provided directly to enumerators by the relevant Senior Field Officer. The Kabul Senior Field Officer will provide direct, daily feedback to the enumerators based in the Kabul call centre and any enumerators conducting face to face interviews will receive direct, daily feedback from the Senior Field Officer for their respective province. The IMPACT Data Cleaning Minimum Standards Checklist will be used to outline the process and criteria for data deletion (and other data quality checks) and will determine staff responsibilities. Data cleaning will focus on identifying outliers, contradictory or unlikely response options, and suspicious patterns of enumerators. Open-ended questions will also be re-coded into closed-responses. A cleaning log of all changes will be available upon request.

Data analysis will be conducted by the Assessment Officer with oversight from the Research Manager. Particular attention will be paid to communities vulnerable to dry spells, geographic trends (district and province level trends), and trends among vulnerable groups (disabled, female, elderly, and illiterate community members) across geographies. REACH will offer key findings and an aggregation table of results to the ICCT and AAP WG. For more information, please see Annex 1: the Data Analysis Plan.

4. Key ethical considerations and related risks

The proposed research design meets / does not meet the following criteria:

The proposed research design…	*Yes/ No*	*Details if no (including mitigation)*
… Has been coordinated with relevant stakeholders to **avoid unnecessary duplication** of data collection efforts?	Yes	
… **Respects respondents, their rights and dignity** (*specifically by: seeking informed consent, designing length of survey/ discussion while being considerate of participants' time, ensuring accurate reporting of information provided*)?	Yes	
… Does not **expose data collectors to any risks as a direct result** of participation in data collection?	Yes	
… Does not **expose respondents / their communities to any risks as a direct result** of participation in data collection?	Yes	
… Does not involve **collecting information on specific topics which may be stressful and/ or re-traumatising** for research participants (both respondents and data collectors)?	Yes	
… Does not involve **data collection with minors** i.e. anyone less than 18 years old?	Yes	
… Does not involve **data collection with other vulnerable groups** e.g. persons with disabilities, victims/ survivors of protection incidents, etc.?	No	In order to capture a diverse set of voices, this assessment will conduct interviews with consenting adults with disabilities, when possible. To ensure the safety of all respondents, this assessment will follow a prescribed data management plan (see Section 5: Data Management Plan).

… Follows IMPACT SOPs for management of **personally identifiable information**?	Yes	

4. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	*Assessment Officer*	*Research Manager*	*AAP WG, ICCT, IMPACT Research Design and Data Unit (RDDU), Operations Program Manager,*	*Database Manager*
Supervising data collection	*Operations Program Manager*	*Assessment Officer*	*Database Manager*	*AAP WG, Research Manager, RDDU, IMPACT Research Reporting Unit (RRU)*
Data processing (checking, cleaning)	*Database Officer*	*Database Manager*	*Assessment Officer, Operations Program Manager, Senior Field Officers*	*Research Manager, RRU*
Data analysis	*Assessment Officer*	*Research Manager*	*Database Manager, Operations Program Manager, RRU*	*AAP WG, ICCT, REACH Country Manager*
Output production	*Assessment Officer*	*Research Manager*	*Database Manager, RRU*	*AAP WG, ICCT, REACH Country Manager*
Dissemination	*Assessment Officer*	*Research Manager*	*AAP WG, ICCT, REACH Country Manager, RRU*	
Monitoring & Evaluation	*Assessment Officer*	*Research Manager*	*REACH Country Manager, RRU*	
Lessons learned	*Assessment Officer*	*Research Manager*	*Database Manager, Operations Program Manager, REACH Country Manager, RRU*	

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*

7. Monitoring & Evaluation Plan

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		□ 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		□ Yes
		# of page clicks on x product from country newsletter, sending Blue, bit.ly	Country team		□ 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	*Humanitarian Needs Overview 2022 (HNO 2022)* *AAP WG Response Strategy*
		# 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,	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback *and* Usage_Survey template	*Usage survey targeting AAP WG partners to be conducted in May 2021.*
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			

	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	□ Yes
		# of organisations/clusters inputting in research design and joint analysis			X Yes
		# of organisations/clusters attending briefings on findings;			X Yes

ANNEX 1: QUESTIONNAIRES

For the full data analysis plan, please see the Methodology and Tool on the REACH Resource Center under the Afghanistan - Rapid Information and Needs Assessment.

Community Leader KI Questionnaire:

Research questions	Question type	Questionnaire Question	Choices
	select_one	My name is [[name]]. I am conducting a survey on behalf of the NGO REACH Initiative. Our goal is to help humanitarian organizations provide people with information they might need about humanitarian assistance during a natural disaster. Your answers will be confidential and anonymous. Participation in this assessment is voluntary and you can choose not to answer any or all of the questions; however we hope that you will participate since your views are important and could help your community during a natural disaster. Do you have any questions? Are you willing to be interviewed?	Yes/No
		In this survey, I am asking you to tell me how people in your community obtain important information about basic services and assistance they need during natural disasters. I also would like to learn from you about what information people in your community would need most during a natural disaster. When answering, please respond on behalf of residents in your community, including those who may be more isolated because they have a mental or physical disability, they are elderly or there is no adult man in their household.	
		General Information	
Key Informant Demographic Information	integer	Enumerator ID	
	select_one	Region	Drop-down list
	select_one	Province	Drop-down list
	select_one	District	Drop-down list
	select_one	Location	Urban/Peri-urban/Rural
	select_one	Sex of key informant	Male/Female
	select_one	Does the key informant have a disability?	Yes/No
		Community Information	
In the event of a natural disaster, which communities may be most impacted?	select_multiple	In the past three months, what have been the MAIN sources of income for the majority of households in your community?	Farming/Informal employment (no contract)/Formal employment (with contract)/Livestock/Small business/Remittances/Other/Do not know or do not want to answer
	text	If other, please specify.	

What needs within communities may be aggravated by a natural disaster?	select_multiple	In the past three months, what have been the 3 priority needs for the majority of households in your community?	Information Regarding Risks (Explosives, Covid-19, etc)/Shelter or housing/Food/Healthcare/Seed or other agricultural support/Livelihood support or employment/Drinking water/Education for children under 18 years/Other/Do not know or do not want to answer
	text	If other, please specify.	
How would Afghan communities prefer to receive this information before, during, and after a natural disaster? (a) How might this differ between vulnerable groups and non-vulnerable groups within communities? What barriers do communities face regarding communications to or from aid agencies before, during, and immediately after a natural disaster?	select_multiple	In the past three months, what have been the 3 main means of obtaining information used by the majority of households in your community?	Face to face / Community group discussions, meeting / Television / Radio / Phone communications i.e. voice call, SMS, text or recorded voice messages / Social Media / Online media/ Newspaper or magazine / Loudspeaker / Notice board or posters/ Printed leaflet/ Other / Do not know or Do not want to answer
	text	If other, please specify.	
	select_multiple	In the past 3 months, what have been the 3 main barriers to accessing information for the majority of households in your community?	Limited or no connection (i.e. mobile network, Internet (wifi), television programming, radio programming))/Limited access or no device (i.e. phone, computer, radio, television)/No information in relevant language/Active conflict/Limited or no information available for community members who cannot read/Other/None/Do not know or Do not want to answer
	text	If other, please specify.	
	select_multiple	Are there specific groups of people in your community who are less able to access information through these means?	Yes, women and girls/Yes, men and boys/Yes, persons who cannot read/Yes, elderly persons (60 years and over)/Yes, people with disabilities or chronic illnesses/Yes, returnees or IDPs/Yes, minority ethnic groups/No, none
		Groups with Less Access	
How would Afghan communities prefer to receive this information before, during, and after a natural disaster? (a) How might this differ between vulnerable groups and non-vulnerable groups within communities?	select_multiple	In the past three months, what are the 3 main means of obtaining information used by THIS GROUP OF PEOPLE in your community?	Face to face / Community group discussions, meeting / Television / Radio / Phone communications i.e. voice call, SMS, text or recorded voice messages / Social Media / Online media/ Newspaper or magazine / Loudspeaker / Notice board or posters/ Printed leaflet/ Other / Do not know or Do not want to answer
	text	If other, please specify	
		Most Impactful Natural Disasters	
What were the immediate impacts of the 2018-2019 drought on Afghan communities? What were the immediate impacts of natural disasters on Afghan communities from 2018 to 2021?	select_multiple	What were the three natural disasters that most impacted the majority of households in your community in the past three years?	Earthquake/Flood/Locusts or other insects/Drought or dry spell/Avalanche/Landslide/Heavy snow/None/Other/Do not know or do not want to answer
	text	If other, please specify	
		Natural Disaster Timeline and Impact	
What were the immediate impacts of the 2018-2019 drought on Afghan communities? What were the immediate impacts of natural disasters on Afghan communities from 2018 to 2021? What needs within communities may be aggravated by a natural disaster?	select_one	When was this NATURAL DISASTER?	2018 - 2019/2019 - 2020/2020 - 2021
	select_one	What season was this NATURAL DISASTER?	Winter/Spring/Summer/Fall
	select_multiple	How were the majority of households in your community impacted by this NATURAL DISASTER?	Limited water access/Limited crop production/Limited food access/Increased debt/Reduced income/Reduced livelihood opportunities /Household members moved away/Hosted people affected by the natural disaster/Limited basic services/Homes damaged or destroyed entirely/Other/Do not know or Do not want to answer
	text	If other, please specify.	

What were the immediate impacts of the 2018-2019 drought on Afghan communities? What were the immediate impacts of natural disasters on Afghan communities from 2018 to 2021? What information (regarding natural disasters) would be most useful to Afghan communities? (a) How might this differ by type of natural disaster? What barriers do communities face regarding communications to or from aid agencies before, during, and immediately after a natural disaster?	select_multiple	Was there any information that was unavailable at the time of the crisis but that the majority of households in your community needed regarding this NATURAL DISASTER?	Information regarding best practices during a natural disaster/Information regarding how to safely remain at home/Information regarding temporary housing/Information regarding when it is safe to return/Information regarding emergency medical services/Information regarding cash, food and non-food item distribution/Information regarding support for elderly or disabled persons/None/Other/Do not know or Do not want to answer
	text	If other, please specify.	
	select_multiple	What were the barriers for people in your community to obtaining information from aid organizations during and after this NATURAL DISASTER?	No cell service/No internet service/Roads were impassable/Messages from aid agencies were unclear/Messages were written when people would have preferred audio/None/Other/Do not know or do not want to answer
	text	If other, please specify.	
		Natural Disaster Information Needs	
What information (regarding natural disasters) would be most useful to Afghan communities? (a) How might this differ by type of natural disaster?	select_multiple	Were there to be a natural disaster, what information would your community need?	Information regarding best practices during a natural disaster/Information regarding how to safely remain at home/Information regarding temporary housing/Information regarding when it is safe to return/Information regarding emergency medical services/Information regarding cash, food and non-food item distribution/Information regarding support for elderly or disabled persons/None/Other/Do not know or Do not want to answer
	text	If other, please specify.	
	select_multiple	Were there to be a dry spell, what information regarding dry spells would your community need?	Information regarding how to safely reduce water consumption during a drought/Information regarding available water sources/Information regarding areas with temporary housing for drought-affected populations/Information regarding when the drought could end/Information regarding support for elderly or disabled persons/Other/Do not know or Do not want to answer
	text	If other, please specify.	
	select_multiple	Were there to be a natural disaster, what information regarding humanitarian assistance would your community need?	Information regarding humanitarian assistance available in the area/How to request humanitarian assistance/Who is eligible for humanitarian assistance/How to contact humanitarian actors with complaints and feedback/How to report abuse or exploitation from humanitarian actors/Other/Do not know or Do not want to answer
	text	If other, please specify.	
How would communities like to communicate with aid organizations about a natural disaster and any relating humanitarian assistance for communities?	select_multiple	Were there to be a natural disaster, how would the majority of households in your community like to receive information from humanitarian actors?	Face to face / Community group discussions, meeting / Television / Radio / Phone communications i.e. voice call, SMS, text or recorded voice messages / Social Media / Online media/ Newspaper or magazine / Loudspeaker / Notice board or posters/ Printed leaflet/ Other / Do not know or Do not want to answer
	text	If other, please specify.	
	select_multiple	Were there to be a natural disaster, how would the majority of households in your community like to communicate with humanitarian actors (if needed)?	Face to face / Community group discussions, meeting / Television / Radio / Phone communications i.e. voice call, SMS, text or recorded voice messages / Social Media / Online media/ Newspaper or magazine / Loudspeaker / Notice board or posters/ Printed leaflet/ Other / Do not know or Do not want to answer
	text	If other, please specify.	

Implementing Partner KI Questionnaire:

Research questions	Question type	Questionnaire Question	Choices
	select_one	My name is [[name]]. We are conducting an assessment on behalf of REACH Initiative of humanitarian organizations so that the humanitarian community can better communicate with residents regarding dry spells and drought. Any information that you provide will be confidential and anonymous. This is voluntary and you can choose not to answer any or all of the questions; however we hope that you will participate since your views are important. Do you have any questions? Are you willing to be interviewed?	Yes/No
		In this survey, we are asking about your organization's experiences during the 2018 - 2019 drought. When answering, please respond from your perspective as a humanitarian worker.	
		General Information	
Key Informant Demographic Information	text	Enumerator ID	
	select_one	Region	Drop-down list
	select_one	Province	Drop-down list
	select_one	District	Drop-down list
	select_one	Location	Urban/Peri-urban/Rural
	select_one	Sex of key informant	Male/Female
	select_one	Does the key informant have a disability?	Yes/No
	select_multiple	From 2018 - 2019, programs targeting populations affected by the 2018 - 2019 drought did your organization implement in 2018 - 2019?	Cash and Voucher/Drought information/Educational assistance/Food distribution/Health assistance/Livelihoods support/Protection assistance/Nutrition assistance/Shelter assistance/Water distribution/WASH assistance
		Operations during the 2018 - 2019 Drought	
What information (regarding humanitarian assistance) and humanitarian assistance relating to the 2018 – 2019 drought was offered to Afghan communities in 2018 – 2019 by the humanitarian community?	select_multiple	Where did your organization implement ${program_label} targeting populations affected by the 2018 - 2019 drought?	
	select_multiple	What districts did your organization implement ${program_label} targeting populations affected by the 2018 - 2019 drought?	
	text	Who were the key populations targeted?	

	select_multiple	Did your program specifically target any of the following vulnerable groups?	Yes, women and girls/Yes, men and boys/Yes, persons who cannot read/Yes, elderly persons (60 years and over)/Yes, people with disabilities or chronic illnesses/Yes, returnees or IDPs/Yes, minority ethnic groups/No, none
	text	How were the beneficiaries of PROGRAM A selected?	
	select_multiple	How did your organization communicate with beneficiaries of PROGRAM A during the 2018 - 2019 drought?	Face to face / Community group discussions, meeting / Television / Radio / Phone communications i.e. voice call, SMS, text, or recorded voice message / Social Media / Online media/ Newspaper or magazine / Loudspeaker / Notice board or posters/ Printed leaflet/ Other / Do not know / Do not want to answer
	text	If other, please specify.	
	select_one	Did your organization offer a complaint and feedback mechanism to beneficiaries of PROGRAM A during the 2018 - 2019 drought?	Yes/No/Do not know
	select_one	If yes, what type of complaint and feedback mechanism was available to beneficiaries of PROGRAM A during the 2018 - 2019 drought?	Awaaz phone number (410)/Complaints and suggestions box/Organization phone number/Organization social media/Organization e-mail/In-person at organization office or distribution center/In-person interaction between beneficiary and organization staff/Community meeting/Other
	text	If other, please specify.	
What were some of the challenges and what worked well for the humanitarian community when providing information and humanitarian support relating to the 2018 – 2019 drought in 2018 - 2019?	select_multiple	In your opinion, what worked well when implementing PROGRAM A during the 2018 - 2019 drought?	Access to drought-affected populations/Access to vulnerable groups (disabled persons, elderly persons, women)/Relations with host communities/Timely program implementation/Program sufficiently covered population in need/Coordination with humanitarian actors/Other
	text	If other, please specify.	
	text	In 1 to 3 sentences, please add any further details regarding what worked well during implementation of PROGRAM A.	
	text	Regarding your work with vulnerable groups during PROGRAM A, what worked well when providing services to vulnerable beneficiaries of PROGRAM A during the 2018 - 2019 droughts?	
	select_multiple	In your opinion, what worked well when communicating with beneficiaries of PROGRAM A during the 2018 - 2019 drought?	Relations with host community/Knowledge of where people who were especially vulnerable lived and how they could be reached/Knowledge of drought-affected populations' communication preferences/Coordination with other security actors/Methods of communication with host community/Methods of communication with drought-affected populations/Other
	text	If other, please specify.	
	text	Regarding your work with vulnerable groups during PROGRAM A, what worked well when communicating with vulnerable beneficiaries of PROGRAM A during the 2018 - 2019 droughts?	
	text	In 1 to 3 sentences, please add any further details regarding what worked well when communicating with beneficiaries of PROGRAM A.	

	select_multiple	In your opinion, what were the key challenges that your organization faced when implementing PROGRAM A during the 2018 - 2019 drought?	Tension with host community/Limited or no access to drought-affected populations/Limited or no access to vulnerable groups (disabled persons, elderly persons, women)/Insufficient information provision about assistance/Program implementation was too late/Not enough of the good or service for the population in need/Coordination with other humanitarian actors/Security/Other
	text	If other, please specify.	
	text	Regarding your work with vulnerable groups during PROGRAM A, what were the key challenges that your organization faced when providing services to vulnerable beneficiaries of PROGRAM A during the 2018 - 2019 droughts?	
	text	In 1 to 3 sentences, please add any further details regarding key challenges when implementing PROGRAM A.	
	select_multiple	In your opinion, what were the key challenges that your organization faced when communicating with beneficiaries of PROGRAM A during the 2018 - 2019 drought?	Lack of knowledge regarding communications in host community/Lack of knowledge regarding drought-affected population's communication preferences/Unable to reach drought affected population due to security concerns/Unable to reach drought-affected populations due to social or cultural reasons/Lack of funding/Lack of staff
	text	Regarding your work with vulnerable groups during PROGRAM A, what were the key challenges that your organization faced when communicating with vulnerable beneficiaries of PROGRAM A during the 2018 - 2019 droughts?	
	text	In 1 to 3 sentences, please add any further details regarding key challenges when communicating with beneficiaries of PROGRAM A.	

Involved in the assessment:

Title	Title short	Name
HQ		
Research Design Focal Point	RDFP	Megan (Peggy) Henery
Research Design Unit lead	RDUL	Megan (Peggy) Henery
Global Technical Focal Point	GTFP	Olivier Cecchi
Global Programs Focal Point	GPFP	Roxana (Roxy) Mullafiroze
In-country		
Country Coordinator	CC	Sarah Vose
Operations manager	OM	Safiullah Saif
Field Operations manager	FOM	Mushfiq Ahmad
Operation Assessment focal point	OAFP	
Senior Field Officers	SFOs	South East: Taleb Jan (Paktya)
		East: Zaz Mohammed (Jalalabad)
		North: Aslam (Mazar)
		North west: Khaiber (Faryab)
		North east: Bibi Lea (Faizabad)
		West: Rafi Osmani (Herat)
		South: Farid (Kandahar)
		Capital: Shekwa and Haqyar (Kabul)
Assessment Focal Point	AFP	Hanna Madsen
Research manager	RM	Aubrey Bauck
Technical Assessment Manager	TAM	Amin Sherzad
Senior Database Officer	SDBO	N/A
Database Officers	DBOs	Sulaiman Shahim Anwary, Rahmat
GIS Officers	GISOs	Samim Bayat
		Jawad Keshawarz

Communication Tools:

Skype groups:

Drought RCA Coordination (AFP, AS, CC, FOM, OM, RM, TAM)

This group is to coordinate everything that is going on at the operation coordination level. Discussions will include methodology for data collection, accessibility list, operation plan, training plan, etc. Group will also serve as a forum for OAFP to flag any serious security issues throughout data collection.

TAM to inform group when all data processing and tracking has been uploaded to the dropbox on a daily basis.

Overview of Daily Responsibilities

Operations/Field team:

Operations Manager (OM)

- Oversees all operations-related tasks at the coordination level on a daily basis and responds to any security or logistical issues related to the data collection process

Field Operations Manager (FOM)

- Manages and supports the OAFP as needed

Operations Assessment Focal Point (OAFP)

- Oversees all operations-related tasks at the field level on a daily basis
- Shares progress and cleaning reports from TAM with SFOs
- Shares cleaning log from TAM with SFOs, collates SFO feedback, and sends back to TAM, AFP, and RM
- Communicates regularly (at least 3-4 times a week) with all regional SFOs to monitor progress and collate enumerator tracking questions (GoogleSheets)
- Communicates major issues or delays to the OAFP as needed

Senior Field Officers (SFOs)

- Responsible for overseeing data collection in their respective regions and contacting REACH enumerators on a daily basis for follow-up on data issues and to fill in enumerator tracking questions (GoogleSheets)
- Checks in with enumerators on a daily basis regarding key informant interviews and COVID-19, flagging any issues to the OAFP

Individual Enumerators
- Ensure phones are fully charged prior to next day of data collection
- Ensure phones are set to the correct time and date prior to data collection. Achieved with steps below: Settings→General management→Date and time→Automatic date and time **AND** Use 24-hour format **ON**
- Collect coordinates and finalise survey after asking final questions
- Upload forms to the kobo server daily
- Follow all relevant COVID-19 protocols, including proper personal hygiene, social distancing, and sterilisation of equipment before and after interviews
- Reports any issues in the field to SFOs, including potential security concerns, COVID-19 related concerns (to be reported during daily feedback conversation with SFOs about COVID-19 and key informant interviews) and any other relevant issues.

Data team:

Technical Assessment Manager (TAM)

- Responsible for downloading and anonymizing raw data, then running an automated R data checking script to produce tracking and cleaning reports and to identify errors for regional SFOs to follow up on – to be done in the morning on a daily basis
- Exports progress reports on a daily basis and sends to OAFM to be disseminated to SFOs (RM and AFP to be informed). This includes:
  - HTML link with overall progress reports at the district and province level
  - Log of flagged responses for feedback/ data cleaning
  - GIS flags to be checked by GISO

Data Base Officers (DBOs)

- Perform visual pattern checks.
- Send pattern checks to AFP, noting any consistent pattern issues related to specific enumerators
- Maintain master cleaning log.

Data Base Officers (GISOs)

- Review GIS flagged records and provide feedback on potential issue for cleaning purposes

Assessment Team:

Research Manager (RM)

- Ensures daily cleaning and checking processes are running
- Supports AFP in reviewing visual pattern checks from the DBOs
- Oversees daily cleaning and checking process on a daily basis for the first week of data collection.
- From second week onwards, conducts semi-regular checks (1 to 2 times per week) of the data cleaning and checking process
- Helps manage any major data quality issues or data collection delays in coordination with the AFP, TAM, and OAFP; depending on the severity of the issue, this may then be coordinated with the FOM, OM, and/or CC
- Confirms adjustment to deletion thresholds proposed by AFP
- Flags any concerning trends with the COVID-19 situation that may trigger increased monitoring or pause in data collection – to coordinate with FOM, OM, and CC

Assessment Focal Point (AFP)

- Responsible for overseeing data cleaning process and following up with the field teams and the TAM as necessary
- Reviews visual patterns checks from DBOs
- Reviews entries flagged for deletion and proposes adjusted thresholds as necessary throughout the first and second week of data collection
- Tracks COVID-19 situation daily and flags to RM in case of notable shifts in context that may impact data collection

Daily Process Overview

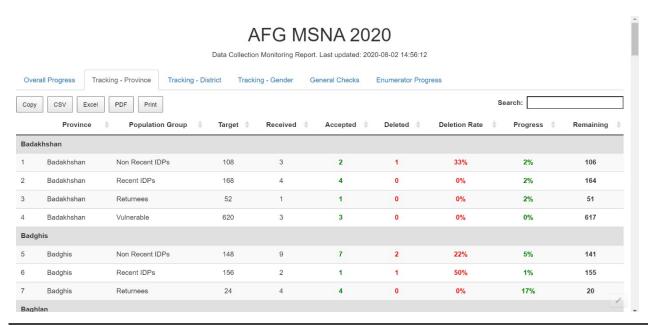| Step	Responsible	Alerted	Time
TAM downloads data from day before, and runs script to: a) Anonymize data b) Produce tracking and cleaning logs (html link and excel files)	TAM	AFP	Daily (ideally in the morning)
Automatically upload tracking/ progress reports, cleaning log, and flagged data to dropbox – Inform Drought RCA Skype group	TAM	OM, FOM, OAFP, RM, AFP, DBOs, GISOs	ASAP (ideally before the afternoon)
Perform visual pattern checks on raw data and share flagged issues with Assessment team	DBOs	AFP and TAM	As soon as received (and through afternoon)
Perform checks on flagged records with potential GIS issues and provide feedback/ recommendations for cleaning	GISOs	AFP and TAM	As soon as received (and through afternoon)
Share tracking and cleaning logs with respective SFOs	OAFP	FOM, AFP, TAM	As soon as received
Follow up with enumerators on data cleaning logs, then share back to OAFP	SFOs	OAFP, FOM, OM	As soon as received
Collate feedback from SFOs and share with Assessment team and TAM	OAFP and FOM	TAM and AFP	As soon as received (late afternoon/ evening)
Review SFO and GISO feedback before sending to DBOs to formally incorporate into cleaning log	AFP	TAM	As soon as received (late afternoon/ evening)
Review flags from visual pattern checks and confirm if follow up needed, then share back to DBOs to be included in the cleaning logs for the operations teams to follow up on	RM, AFP	TAM, DBOs	As soon as received (late afternoon/ evening)
Incorporate cleared feedback into cleaning log	DBOs	TAM	As soon as received (late afternoon/ evening)

Daily outputs

- Tracking reports

- o @ district level
- Excel files including the following sheets:
  - o Logical checks
  - o Productivity for individual enumerators, by date and location

Tracking and Progress Monitoring

Enumerator and progress tracking:

The tracking will be done using a data tracker developed by the TAM (see picture below). Reports from this tracker will be shared once a day by the TAM to the OAFP and regional SFOs (with Assessment team notified), and will serve to help track progress against the sampling frame. It also functions as a data cleaning check and tracks individual enumerator progress on a daily basis.

Data Cleaning Overview

The TAM will oversee all processes related to data cleaning, with support from DBOs and the Assessment team. There are 2 key data cleaning processes that will take place:

1. Data cleaning will be automated using a script to either raise flags for follow-up; signal a warning is needed for repeated errors; or, in extreme cases, indicate needed deletion of a form. Specific indicators to be checked are detailed in the Data Analysis Plan, but a few examples have been provided below. Logic checks flagged by the data cleaning script will be the primary basis for daily cleaning and follow-up.
2. In addition, DBOs and the AFP will conduct visual patterns checks on a daily basis, with all potential issues flagged to be reviewed and signed off by the Assessment team.
   - Excel spreadsheets with logical checks will be sent by the TAM or AFP to the OAFP and FOM, who will then distribute to SFOs. SFOs will in turn follow up with REACH enumerators on flagged issues, record feedback, and then send back the cleaning log with responses to the OAFP and FOM.
   - The OAFP and FOM will collate feedback from SFOs and share with the TAM and AFP. A member of the Assessment team will review the log, and then pass on to the DBOs, who will incorporate validated feedback into a master cleaning log.

- The AFP or RM will be involved in the data cleaning process on a daily basis for the first week of data collection to ensure overall data quality and that procedures are being followed properly, and then in subsequent weeks twice a week. The AFP and TAM will flag to the AFP/RM/OM if any major issues related to data or operations (non-security related) should arise.
- The change log is maintained on a daily basis by DBOs as the logic checks/pattern checks are being addressed. TAM to run script to implement changes in data.
- At the end of data collection, the TAM runs a data cleaning script using the data cleaning log, performs other validation checks, and sends the cleaned dataset to HQ for validation.

Checking and Deletion of Data

Automated checking and deletion of data:

Data records not meeting a certain set of criteria are automatically deleted on a daily basis when the R-script is run. A log is kept which is then reviewed by the AFP for the first week of data collection to determine if criteria make sense or need to be readjusted for the remainder of data collection.

Criteria for deletion:
- All surveys completed in under 5 minutes
- All surveys took 1 hour or more to complete
- All surveys with > 4 flags/ checks

Criteria for flags/ checks:
- All surveys took 45 minutes to complete
- Raw data checks with > 2 flags
- All surveys not collected in the district recorded

Criteria for enumerator follow up:
- Any enumerators submitting more than 6 forms per day
- Any enumerators with a deletion rate >25%
- Any enumerator with average # flags per interview >3
- Any enumerator submitting multiple surveys with the exact same answers

Raw Data Checks:

- **More than Three Responses Checks:** Instances in the dataset where enumerators are found to be reporting more than three responses for select multiple choices significantly more than other enumerators. To address these issues, discuss with enumerators to make sure it is understood how to ask these questions to a KI and how to collect responses.
- **Do not know / No answer Checks:** Instances in the dataset where enumerators are found to be commonly reporting *Do not know / No answer* for select multiple choices significantly more than other enumerators. To address these issues, discuss with enumerators to make sure it is understood how to ask these questions to a KI and how to collect responses.
- **Other Response Checks**: Instances in the data where enumerators selected Other option and entered a text response to explain an option. To address these issues, review and translate the text response and make the necessary changes in the dataset.