Research Methodology Note

Assessment of Hard-to-Reach Areas (H2R)
SOM1901
Somalia

04/05/2022
V1

REACH Informing more effective humanitarian action

1. Executive Summary

Country of intervention	Somalia					
Type of Emergency	■	Natural disaster	■	Conflict	□	Other (specify)
Type of Crisis	□	Sudden onset	■	Slow onset	■	Protracted
Mandating Body/ Agency	Office for the Coordination of Humanitarian Affairs (OCHA), Inter-Cluster Coordination Group (ICCG)					
IMPACT Project Code	27ANW					
Overall Research Timeframe *(from research design to final outputs / M&E)*	01/05/2022 to 15/07/2022					

Research Timeframe	1. Pilot/ training: 04/05/2022	6. Start output drafting: 18/06/2022
	2. Start collect data: 08/05/2022	7. Outputs sent for validation: 25/06/2022
	3. Data collected: 2/6/2022	8. Outputs published: 04/07/2022
	4. Data analysed: 15/06/2022	9. Final presentation: 10/07/2022
	5. Data sent for validation: 9/06/2022	

Number of assessments	□	Single assessment (one cycle)
	■	Multi assessment (more than one cycle) - The assessment will be carried out three times per year (November 2021, May 2022 and August 2022)

Humanitarian milestones *Specify what will the assessment inform and when e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;*	**Milestone**		**Deadline**	
	■	Somalia Humanitarian Fund (SHF) Allocations	01/09/2022	
	■	Humanitarian Needs Overview (HNO)	15/10/2022	
	□	Cluster plan/strategy	_ _/_ _/_ _ _ _	
	□	NGO platform plan/strategy	_ _/_ _/_ _ _ _	
	Audience type		**Dissemination**	

Audience Type & Dissemination *Specify who will the assessment inform and* **how** *you will disseminate to inform theaudience*	■ Strategic ■ Programmatic □ Operational □ [Other, Specify]	■ General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors) □ Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting ■ Presentation of findings (e.g. at HCT meeting; Cluster meeting) ■ Website Dissemination (Relief Web & REACH Resource Centre) ■ □ [Other, Specify]
Detailed dissemination plan required	□ Yes	■ No Results will be shared with the Drought Operation and Coordination Centre (DOCC), ICCG, and state-level coordination bodies for wider sharing with operational partners.
General Objective	To inform humanitarian planning and operations by providing information on needs, displacement dynamics, and access to services in hard-to-reach settlements in South Central Somalia where physical access for humanitarian actors is restricted or impossible due to insecurity.	
Specific Objective(s)	• To provide an overview of multi-sectoral needs and vulnerabilities of internally displaced persons (IDPs) and non-displaced populations living in hard-to-reach areas; • To provide an overview of the factors that contribute to displacement from the hard-to-reach areas; • To provide up-to-date information on services accessible to households in the hard-to-reach areas to inform advocacy and the humanitarian response; • To provide a multi-sectoral overview of vulnerabilities to climatic hazards (drought and floods), and of their direct and indirect impacts on IDPs and non-displaced populations living in hard-to-reach areas.	
Research Questions	• What are the social, economic and environmental vulnerabilities to climatic shocks of the populations in hard-to-reach areas? • What are the direct and indirect social, economic and environmental impacts of climatic shocks in hard-to-reach areas? • What are the most pressing needs of the populations in H2R areas? Are some population groups more vulnerable than others? How and why? • What are the needs and coping strategies of the populations in hard-to-reach areas regarding Food Security and Livelihoods, Health, Shelter/Non-food items, Water, Sanitation and Hygiene, Education and Protection? • What are the factors that contribute to displacement from the hard-to-reach areas? • What are the movement intentions of populations in hard-to-reach areas? • To which services and types of humanitarian assistance, if any, do populations in hard-to-reach areas have access? • What are the constraints to accessing services and humanitarian assistance?	

Geographic Coverage	Around 600 settlements[1] in hard-to-reach areas in Bakool, Bay, Gedo, Lower Juba, Lower Shabelle, Middle Juba and Middle Shabelle. The settlements are eligible if they are listed under OCHA's directory of inaccessible settlements; however, additional settlements may become eligible based on REACH Field Officers' feedback from the field, this is notably the case when the shifting access situation results in new locations becoming inaccessible shortly before, or during, data collection.		
Secondary datasources	• PRMN (Protection and Return Monitoring Network) • Camp Coordination and Camp Management (CCM) Cluster settlement verifications • REACH DSA (Detailed Site Assessment) • IOM DTM (Displacement Tracking Matrix) • SWALIM (Somalia Water and Land Information) • Satellite imagery		

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	□ [Other, Specify]
Data collection tool(s)	■ Structured (Quantitative)	■ Semi-structured (Qualitative)

	Sampling method	Data collection method
Structured data collection tool *Quantitative tool*	■ Purposive □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling ■ Snowballing	■ Key informant interview (Target #): 1800 KI interviews, 600 settlements[2] (minimum 2 KIs per settlement, maximum 3) □ Household interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _
Semi-structured data collection tool *Focus Group Discussion (FGD)*	■ Purposive □ Snowballing □ [Other, Specify]	□ Key informant inter.view (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ ■ Focus group discussion: (Target #): 12 sessions (Mogadishu 4 sessions, Baidoa 4 sessions and Kismayo 4 sessions)
Target level of precision if probability sampling	NA	NA

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

Expected output type(s)	■	Situation overview #: 1	□	Report #: _ _	□	Profile #: _ _
	□	Presentation (Preliminary findings) #: _ _	■	Presentation (Final) #: 1	□	Factsheet #: _ _
	□	Interactive dashboard #:_	□	Webmap #: _ _	■	Map #: 5 (TBD)

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[1] Estimation based on previous rounds of the assessment.

[2] Three teams of 10 enumerators each will be collecting quantitative data over a period of 15 working days; 5 additional days may be added in case of remaining gaps towards achieving data collection targets. Three teams of 2 enumerators each will be collecting qualitative data over a period of 4 days. In total, 36 enumerators will be involved in data collection, for a period of 15 (+ 5 if required) days.

	☐	[Other, Specify] #: _ _				
Access	■	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 *Specify which* **logos** *should be on* *outputs*	*REACH*					
	Donor: USAID					
	Coordination Framework: NA					
	Partners: OCHA					

2. Rationale

2.1 Background

Somalia is experiencing the third drought episode in a decade, following three consecutive failed rainy seasons. The drought is compounding existing food insecurity among both pastoral and farming populations, and needs are spiking across the region – 7.7 million people are currently estimated to be in need of humanitarian help, and 6 million are forecasted to face acute food and water insecurity during 2022.[3] Prevailing La Niña conditions, which typically bring below-average rainfall to the eastern Horn of Africa, are most likely to result in a historic, fourth consecutive below-average rainfall season in April-June 2022, according to Famine Early Warning System Network (FEWS NET) partners at the National Oceanic and Atmosphere Administration (NOAA), Climate Hazards Center, and United States Geological Survey (USGS). Despite overall below-average rainfall, parts of Somalia will remain prone to flooding during the April-June 2022 rain season.

While information about the severity of needs in accessible areas is often available, thanks to partners' assessment efforts in the context of rapid assessments and broader, periodic, country-wide assessments, information on needs in hard-to-reach areas remains very limited. Further, while country-wide analyses on climatic shocks are available, these are rarely cross-referenced with primary data on populations' needs in the field.

The May 2022 round of Hard-to-reach (H2R) data collection will focus more specifically on addressing critical information gaps regarding the vulnerabilities of H2R communities to climate shocks (drought and flooding in particular), as well as the social, economic and environmental impacts that climatic shocks may have had in these areas; this will be done by leveraging KI knowledge of H2R areas, as well as cross-referencing information provided by KIs with satellite imagery, where relevant. The specific focus on climatic shock is born out of the results of the December 2021 round of H2R data collection, which indicated extremely high needs in the areas assessed, tied to the protracted drought conditions, and in light of the ongoing efforts of the humanitarian community to negotiate access and deliver aid to H2R areas given the severity of the needs in these locations.

2.2 Intended impact

This round of the H2R assessment will happen in May 2022, during the April-June rain season. The assessment will assist partners and clusters in maintaining their operations to the greatest extent feasible by providing them with the keys to proper programming. The assessment aims to contribute to the following:
- o Improving the understanding of the current situation in H2R areas to inform the humanitarian

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[3] Food Security and Nutrition Analysis Unit. Somalia Food Security Outlook Report for Feb-Sep 2022.

planning cycles (HPC) and Somalia Humanitarian Fund allocation, by providing information from inaccessible areas in Somalia;

o   To help the humanitarian community with information on when and where to pass humanitarian assistance for those residing in hard-to-reach areas.

3. Methodology

3.1 Methodology overview

The H2R employs an Area of Knowledge (AOK) methodology, which offers settlement-level data on needs to shape the response in a situation where direct household surveys are currently limited or unavailable due to security constraints. The AoK approach consist of identifying key informants (KIs) who can testify about the humanitarian needs of a specific area. These KIs are identified based on their knowledge of the specific area that is being assessed, either because they have been displaced from this area recently or because they travel a lot in this area, or because they still have family or friends residing in the area that they can contact. This technique is meant to support strategic planning and contribute to a more focused and evidence-based humanitarian response in areas where humanitarian workers cannot go on a regular basis due to logistics and security constraints.

Data will be collected from May 8th to 2nd of June 2022, by the enumerator teams in the informal sites4 around Baidoa, Kismayo and Mogadishu districts, supervised by one field officer in each location. IDP camps that received new arrivals from H2R settlements5 in the previous three months, or new IDP settlements (set up in the three months by people who arrived from hard-to-reach areas) will be identified through ACTED, local authorities, partners (CCCM cluster, IOM DTM), and REACH field networks.

The methodology is articulated into a quantitative component, whereby enumerators will conduct interviews with KIs (target of 1,800 interviews in total), pre-identified by field officers (FOs), through a structured KOBO questionnaire, and a qualitative component, consisting of 12 semi-structured focus group discussions that will provide a more in-depth understanding of the dynamic setting and supplement data gathered via the quantitative tool. In addition to this primary data, stock satellite imagery will be used by the REACH GIS team to conduct further exploratory analysis on environmental vulnerabilities and impacts of climatic shocks in selected locations, as well as to triangulate primary data collection findings.

3.2 Population of interest

Geographical area assessed: The assessment targets the inaccessible areas of Somalia that are located within the following regions: Bakool, Bay, Gedo, Lower Juba, Lower Shabelle, Middle Juba and Middle Shabelle.

Population assessed: The target populations are IDPs and host communities residing in H2R settlements.

Unit of measurement: For the quantitative tool, the primary focus of the assessment is the settlement level. Given that some indicators cannot be collected at the settlement level some individual-level questions will be also asked. The FGD tool, multiple KIs from different settlement are gathered to report on the needs of their

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4 Site where more than 15 displaced households have settled collectively. Sites not built to accommodate people, but serving that purpose, set up on state-owned or private land/buildings – CCCM Cluster Somalia.

5 Settlements are eligible to be covered by this assessment if they are listed under OCHA's directory of inaccessible settlements. However, additional settlements may become eligible based on REACH Field Officers' feedback from the field; this is notably the case when the shifting access situation results in new locations becoming inaccessible shortly before, or during, data collection.

community living in a hard-to-reach area. As the FGD is a new component of the H2R assessment, the unit of measurement remains the hard-to-reach areas as a whole but REACH will consider refining this aspect for further rounds.

Unit of analysis:
- For most indicators collected through the quantitative and qualitative components of the methodology, results will be provided for H2R areas assessed, overall;
- Results for a selection of WASH, Health and Food Security indicators, as detailed in the data analysis plan in section , will be disaggregated according to the month in which the KI left or last visited the settlement of origin or last contacted friends/family in the settlement of origin; this to enable a trends analysis on key indicators that can provide an indication of changing nutrition situation.
- Maps produced for the planned outputs will present results aggregated at the hexagon level (12km-sided) to avoid showing the exact locations of assessed settlements, due to protection considerations;
- The exploratory satellite imagery analysis will participate in informing the need for any further geographical disaggregation of results. In particular, the Normalized Difference Vegetation Index (NDVI) could indicate hotspots particularly affected by the drought.

3.3 Secondary data review

In addition to the secondary data outlined in the original ToR of the assessment,[6] most of which will be used for sampling purposes, additional sources will be mobilized:

- Food Security and Nutrition Analysis Unit (FSNAU) publications;
- Somalia Water and Land Information Management (SWALIM) Combined Drought Index;
- Integrated food security Phase Classification (IPC) reports
- WASH Severity Classification (to be published);
- OCHA, Drought Situation reports;
- United Nations University - Institute for Environment and Human Security, Understanding and reducing agricultural drought risk: Examples from South Africa and Ukraine, 2018;
- United Nations Office for Disaster Risk Reduction, Global Assessment Report on Disaster Risk Reduction, Special Report on Drought 2021

Broadly speaking, as much as possible secondary sources will be used to contextualise findings (such as the Integrated food security Phase Classification reports providing information on food security and nutrition needs as well as projections, per region. SWALIM can provide climatic data such as the combined drought index capturing information on crops, pasture, fire danger, water shortages, livestock migration. In particular, this will be triangulated with reported impact of drought and floods in hard-to-reach areas. The WASH and CCCM clusters' products will be used to provide key definitions. Finally, stock satellite imagery will be used to triangulate findings (e.g NDVI, rainfalls).

A selection of secondary data resources, including existing REACH tools, informed indicator and questionnaire design.

3.4 Primary Data Collection

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[6] REACH. Research Terms of Reference. Assessment of H2R areas. October 2021.

Sampling

Given that physical access to the target locations is limited and there is no possibility of drawing a representative sample, purposive sampling will be adopted for all data collection methods, namely the Key Informant Interviews and the Focus group discussions.

KIs and FGD participants will be selected based on their knowledge of their settlement of origin that must be located in hard-to-reach areas mentioned previously in this document, as well as based on their length of displacement. Notably, the following eligibility criteria will apply (and will be integrated in data collection tools):

1) Being newly displaced from the hard-to-reach settlement (=< 3 months before the start of data collection) **or** having visited the hard-to-reach settlement in the 3 months prior to the start of data collection **or** having been in contact with friends/family living in the settlement of origin in the 3 months prior to the start of data collection;
   - KIs will also be purposefully selected based on their length of displacement from a given settlement, so as to have a minimum of 2 and a maximum of 3 KIs per settlement respectively, displaced at different times:
     - in April or early May,
     - in March,
     - in February

2) **And** come from a hard-to-reach settlement where at least one household still remain. Since the assessment of hard- to-reach areas aims to fill in gaps in understanding the humanitarian context, targeting settlements that are no longer inhabited would not contribute to this.

In addition, in order for REACH to assess the robustness of the information given by the interviewed KI, the questionnaire will ask the duration of the stay of the KI before leaving the H2R settlement. This won't be considered as a criteria of eligibility but rather as an indication of the level of knowledge of the interviewed KI.

~~Lived in the hard-to-reach settlement on which they are reporting for more than 3 months, before leaving it for good: given that some of the key informants may have been through more than one round of displacement, it is essential to only include people who have sufficient knowledge of the settlement;~~

Finally, the questionnaire includes a section to allow a snowballing approach. The interviewees will be asked if they can refer REACH team to another KI that matched the eligibility criteria, from their settlement of origin or any other settlement in a hard-to-reach area. The contact details of these additional KIs will be collected for sampling purposes. FOs will make sure to keep an up-to-date contact list of potential KIs and local guides in order to build a strong network at the field level. This information will not be shared externally and will be stored only on REACH assets, protected by a password.

Structured KI interviews

Based on information from UNHCR PRMN (Protection and Return Monitoring Network) and CCCM cluster settlement verifications, as well as based on information obtained in the field, Field Officers (FOs) will identify eligible KIs among new arrivals in the sites around Baidoa, Kismayo and Mogadishu. The target for each of the three bases will be of 600 KI interviews (total 1,800 interviews overall), disaggregated as follows:
- First, FOs will identify around 200 eligible KIs, from around 200 different settlements, who last left their H2R settlement in the month prior to data collection. Alternatively, they will identify KIs who have visited or

have been having contact with friends and family in the settlement of origin in the month prior to data collection;

- Secondly, FOs will endeavour to identify another 400 eligible KIs from these same settlements, 200 of whom were displaced between 2 months and 1 month before data collection, and another 200 displaced between 3 months and 2 months before data collection. As mentioned above, alternatively, FOs will identify KI who have visited or have been having contact with friends and family in the settlement of origin in 2 and 3 months prior to data collection.

Location	Target number of settlements to assess	Target number of KIIs	Target number of KIs displaced in the month prior to data collection	Target number of KIs displaced between 2 months and 1 month prior to data collection	Target number of KIs displaced between 3 months and 2 months prior to data collection
Baidoa	**200**	**600**	200	200	200
Kismayo	**200**	**600**	200	200	200
Mogadishu	**200**	**600**	200	200	200
Total	**600**	**1800**	**600**	**600**	**600**

The quantitative tool will include questions relating to the following clusters: Food Security and Livelihoods, Health, Shelter / NFI, WASH, Education, and Protection including Child protection and Gender based violence (GBV), Housing Land and Property (HLP), and accountability to affected populations (AAP). An indication about the nutrition situation in assessed settlements will be provided by running a trends analysis on a selection of WASH, Food Security and Health indicators. The tool has been adapted to specifically capture vulnerabilities of target populations to climatic shocks, as well as the impact of these on the humanitarian situation in H2R areas; relevant stakeholders were consulted to provide feedback on the modifications.

Most indicators will be collected at the settlement level, with the exception of a selection of individual-level indicators regarding the KI's profile (including eligibility questions) and reasons for their displacement.

For most indicators, KIs will be reporting on the period between the end of the harvest season (end of January) and the moment they last left the settlement of origin, while the nutrition-related indicators KIs will be reporting on the one month preceding their displacement. The latter indicators, which will be subject to a trends analysis, include:

- % of settlements by categories of items reportedly available in the market where the majority of the population were going in the recall period
- % of settlements where food item prices reportedly increased in the recall period
- % of settlements where water prices increased in the recall period
- % of settlements where NFIs prices reportedly increased, in the recall period
- % of settlements where MOST people were reportedly skipping 2 or more meals a day in the recall period
- % of settlements with reported excess mortality in recall period
- % of settlements by type of primary source of drinking water used by most households
- % of settlements where ANY people were using surface water as their main source of drinking water in the recall period

Data collection will be organized as follows:
- **Field Officers (FOs) and enumerator training:** 2 full days for the training for the upcoming round May, including 1 day of pilot.
- **Data collection:** 3 weeks of daily face-to-face data collection in informal IDP sites around Baidoa, Kismayo, and Mogadishu; an additional week may be added in case of remaining gaps towards reaching data collection targets.
- **Data cleaning:** Daily data checking and cleaning will be conducted by the field and assessment team, during data collection. Simultaneously, approximately 5 days will be allocated for spatial verification by the GIS/Data team.

Semi-structured focus group discussions

The quantitative survey tool will be complemented by semi-structured Focus Groups Discussions (FGDs) aiming to aid interpretation and provide more information on the context of hard-to-reach areas. The FGD topics will be based on the information from the quantitative data to provide a wider understanding of the community's needs in the settlement of origin. The overall objective of FGD is to deepen REACH team's understanding of the context and provide a narrative text to quantitative indicators.

A total of 12 FGDs will be conducted, disaggregated by gender, 4 in each base, and each consisting of a minimum of 7 and maximum of 9 participants; FGD participants will be purposefully selected among the pool of KIs interviewed during the quantitative component of data collection, so as to include as much as possible diverse experiences (FOs will endavour to include individuals from remote H2R areas and individuals from urban H2R areas, and individuals with different socio-economic backgrounds). A team of 2 enumerators, 1 facilitator and 1 note taker, will be responsible for organizing and facilitating the discussions; note taking is chosen over recording, due to protection considerations.

Location	Number of FDGs	Nb of FDG for male	Nb of FDG for female
Baidoa	**4**	2	2
Kismayo	**4**	2	2
Mogadishu	**4**	2	2
Total	**12**	**6**	**6**

Field Officers (FOs) and enumerator training: 1 day for the training for the upcoming round May, including half a day of pilot.
Data collection: 4 days of daily face-to-face data collection in informal IDP sites around Baidoa, Kismayo, and Mogadishu;
Data cleaning: Daily debriefings between the enumerator team and the assessment team will be conducted during data collection. Simultaneously, the assessment team will conduct the qualitative analysis.

Satellite imagery
Exploratory analysis of stock satellite imagery will be conducted by the GIS team to provide additional information regarding the environmental conditions in H2R areas, such as state of the vegetation or soil moisture, as relevant. In the case of reported flooding, additional information about changing floodline in the 3 months prior data collection, and the damage incurred by shelters, infrastructure and cropland may be gathered and follow-up calls

with KIs undertaken in case of difficulties with interpreting satellite imagery features. As the approach is exploratory, and new for the Somalia REACH team, it is not possible at this stage to clearly outline the additional analysis that will be undertaken, or the outputs that will result from this component.

3.5 Data Processing & Analysis

IMPACT data cleaning minimum standards checklist will be followed.[7] Detailed data cleaning procedures will be outlined in the data cleaning Standard Operating procedures in Annex 1: Data Cleaning SOPs.

Quantitative data: Every day, the surveys are uploaded on the REACH/IMPACT Kobo-server and downloaded by the Database Officer (DO) at the end of data collection. The DO anonymises and subsequently checks the dataset before it goes through to Field and Assessment Officers who will be conducting data checking and cleaning will log changes and deletions. The Assessment Officer will oversee and do the data cleaning templates for the Field Officers, who are in turn responsible for data checking and the supervision of field teams. The following protocols will be in place to ensure the quality of data collected:

- Daily data cleaning by Field Officers, who identify outliers, anomalies, and logical inconsistencies, and give regular feedback to enumerators through daily briefings and ad-hoc training. Data points that cannot be resolved through follow-ups with the enumerators or respondents will be deleted. If survey records have more than three outliers that cannot be checked, the entire record is deleted from the dataset. Also, if the duration of the survey taken is very long or short and the enumerators couldn't provide concise and clear justification, the entire survey will be deleted.
- Weekly data cleaning will be conducted by the Assessment Officer, who reviews data cleaning conducted by Field Officers and provides additional feedback to the data collection teams in regular communication, briefings, and training.
- The GIS and Database Officers do data aggregation and spatial verification, who provide feedback to ascertain settlement coverage.

Data collected with structured tools will be aggregated at the settlement level (except for the selection of key indicators that will be disaggregated by KI length of displacement).

Given that more than one quantitative survey will be collected for a given settlement, data from key informants reporting on the same settlement is aggregated to the settlement level using an R script which employs the following logic to calculate settlement-level responses:

- Single response questions: The majority of survey questions only allow a KI to select a single response. For this type of question, mode aggregation is used, whereby "I don't know" responses are dropped and then the most commonly reported response is taken for each settlement. Should several KIs from the same settlement provide different responses to the same question, the result is reported as "No consensus".

- Multiple response questions: Mode aggregation is used, whereby "I don't know" responses are dropped and then all other responses reported by the KIs are presented.

Qualitative data: notes of the FGD discussions will be translated into English from Somali by Field Officers, in

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[7] IMPACT-Memo-Data-Cleaning-Min-Standards-Checklist_28012020-1.pdf (reachresourcecentre.info)

case the enumerator cannot take notes in English directly. At the end of each focus groups discussion, the FO will ensure to have a debrief conversation with the enumerators who took the notes during the session. This debrief will allow the FO to read and cross-checks the notes, and ask enumerators clarify and/or complete their notes, if necessary. Qualitative data processing and analysis will be in line with this IMPACT guidance on qualitative data analysis.[8]

The notes of the FGD will be anonymised, and a data saturation grid will be developed to analyse the information gathered. Cross-case analysis will then be applied for the topics under consideration.

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

5. Roles and responsibilities

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed

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[8] https://www.impact-repository.org/wp-content/uploads/2020/10/IMPACT_Guidance_Qualitative-Data-Analysis-Checklist_October2020_FINAL.pdf

Task	Responsible	Accountable	Consulted	Informed
Research design	REACH Assessment Officer(SAO)	REACH Assessment Officer (SAO), REACH Research Manager (RM)	REACH CountryCoordinator (CC) IMPACT HQ Research Design and Data Unit (RDDU)	OCHA Somalia Information Management and Assessment Working Group (IMAWG) Inter Cluster Coordination Group (ICCG) Drought Operations Coordination Center (DOCC)
Supervising data collection	REACH Field Officers (FOs)	REACH AO	REACH SeniorDatabase Officer (SDO), REACH RM	OCHA Somalia, ICCG, IMAWG, DOCC
Data processing (checking, cleaning)	REACH AO, FOs, GIS Officer (GISO) REACH SDO	REACH AO	REACH RM REACH Research Design and Data Unit	OCHA Somalia, ICCG, IMAWG, DOCC
Data analysis	REACH AO REACH GISO REACH SDO	REACH AO	REACH CC REACH RM, IMPACT HQ RDDU	OCHA Somalia, ICCG, IMAWG, DOCC
Output production	REACH AO	REACH AO	OCHA Somalia REACH CC REACH RM IMPACT HQ Reporting Unit	ICCG, DOCC
Dissemination	REACH AO	REACH AO	REACH CC REACH RM HQ Research Department - Communication	OCHA Somalia, ICCG, IMAWG, DOCC
Monitoring and evaluation	REACH AO	REACH RM	REACH CC Humanitarian partners, OCHA Somalia HQ Research Department	OCHA Somalia, ICCG, IMAWG, DOCC
Lessons Learned	All team members involved in the assessment (field team, data team, assessment team), partners if possible	REACH AO	REACH CC REACH RM HQ Research Department Humanitarian partners	OCHA Somalia, ICCG, IMAWG, DOCC

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

6. Data Analysis Plan

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Structured quantitative tool - Key Informant Interview

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Research questions	Indicator group / sector	Indicator Variable – May 2022	Questionnaire Question - May 2022	Instructions	Questionnaire responses - May 2022
			Enumerator information		
N/A	Key characteristics	base of the data collection	Please specify your (enumerator) base:		
	Key characteristics	Code of the enumerator	Please specify your (enumerator) code:		ETH1 - ETH 14
	Key characteristics	Name of theIDP site	What is the name of the IDP site where you are collecting data?	Select one	Mogadishu, Baidoa, Kismayo
	Key characteristics	consent	Hi, my name is . I work for REACH, an initiative of ACTED INGO. We are currently conducting a survey to understand remote locations that have little humanitarian access. We would like to know more about the settlement in which you lived before moving to location where you are staying currently. We also may ask you a few questions about yourself personally. The survey will take about 20 to 25 minutes to complete. Any information that you provide will be kept strictly confidential. This is voluntary and you can choose not to answer any or all of the questions if you want; you may also choose to quit at any point. However, we hope that you will participate since your views are important. Responses are not directly tied to any form of humanitarian assistance and answers given in this interview will not directly affect any status as a beneficiary or non-beneficiary. Do you have any questions? Do you consent to participate to this interview?	Select one	Yes, No
	Key characteristics	Declined consent note	If the respondent has declined consent please end the assessment and find another KI to interview	Note	
	Key characteristics	COVID-19 awareness to community	As a humanitarian agency, we would like to inform you about current pandemic of coronavirus infection. The virus is highly contagious and spreads person to person. You can get infected through handshake, hug or standing very close to an infected person (less than 1 meter), and also through touching the surfaces that were touched by someone who is sick, and then putting hands on your face and eyes. The symptoms of disease include fever, cough, shortness of breath, and breathing difficulties. You can protect yourself and	Note	

			help prevent spreading the virus to others if you: Wash your hands regularly for 20 seconds, with soap and water Cover your nose and mouth with a disposable tissue or flexed elbow when you cough or sneeze Avoid close contact (1 meter) with people who are unwell Stay home and self- isolate from other people if you feel unwell and advice people with symptoms of disease to do so Don't touch your eyes, nose, or mouth if your hands are not clean Try as much as possible to use contactless payment methods and limit the use of paper money. Also, wash your hands thoroughly each time after you touch the money or any other surface which is exposed. Please note that using medical masks alone does not provide sufficient level of protection. They can only be effective if combined with frequent hand cleaning with soap and water, and only if single-use masks are disposed after each use.		
			Settlement info and KI eligibility		
Eligibility of the KI	Note	Note	You will now be asked about this settlement. For the purpose of this assessment the settlement we will be talking about will be called hard to reach settlement.	Note	
	Key Characteristics	Eligibility	What REGION is the hard to reach settlement in?	Select one	List of region
	Key Characteristics	Eligibility	What DISTRICT is the hard-to-reach settlement in?	Select one	List of districts
	Key Characteristics	Eligibility	What is the name of the settlement?	Select one	List of settlements
	Key Characteristics	Eligibility	What is the name of the closest settlement?	Select_one	List of settlements
	Key Characteristics	% of Kis by month of displacement	When did you leave [settlement]?	Select one	Before the end of the harvest season Some time in February (more than 9 weeks ago but after the end of the harvest season) Some time in March (9 weeks ago or less, but more then five weeks ago) Some time in April (five weeks ago or less, but more than one week ago) Less than one weeks ago (in May)
	Key Characteristics	Eligibility	How long did you stay in the settlement in the hard-to-reach area from which you moved, before leaving it?	Select_one	Less than 3 months; 3-6 months; More than 6 months;
	Key Characteristics	Eligibility	Are there still members of the local community living in [info settlement]?	Select one	Yes, no, I don't know or don't want to answer

			If not, please end the assessment and find another KI to interview		
	Key Characteristics	% of Kis by month of last visit	If you left the settlement earlier than the end of the harvest season, did you visit the settlement after the end of the harvest season or have you been in contact with family and friends?	Select one	No Yes, some time in February (more than 9 weeks ago but after the end of the harvest season) Yes, Some time in March (9 weeks ago or less, but more then five weeks ago) Yes, Some time in April (five weeks ago or less, but more than one week ago) Yes, Less than one weeks ago (in May)
	Key Characteristics	Confidence in KI reported information	Do you feel knowledgeable enough to report on your settlement of origin about the level of access to basic services, markets and livelihood, protection, etc.?	Select_one	Yes; No
Settlement profile and displacement					
What are the demographic characteristics of populations in H2R areas which may increase the population's vulnerability to climatic shocks? What are the factors that contribute to displacement from the H2R areas? How are climatic shocks affecting displacement patterns to and from H2R areas?	Note	Note	Now we will ask some questions that are related to the experience of your household related to the settlement from which you moved. We will also ask you to provide some personal information.	Note	
	Key characteristics	Gender of the respondent	What is the key informant`s gender?	Select_one	Male; Female
	Key characteristics	Age of the respondent	What is the key informant`s age?	select one	18-49; 50-60; 61+
	Key characteristics	Name of the respondent	What is the respondent's name? (cannot be left blank)	text	
	Key Characteristics	% of KIs by KI role within their community of origin	What was your role within your settlement of origin, before you left?	Select one	Community leaders / elders Clan leaders Local NGO/INGO/UN staff Health centres/staff Gatekeepers Local authorities Religious leaders None of the above No response or I don't want to answer Don't know Other (please specify)
	Key Characteristics	% of settlements by climatic shock experienced in the recall period	Which climatic shocks affected your settlement of origin {between the end of the harvest season and the last time you left/visited your settlement}?	Select all that apply	Flood, Failed rains, Drought, Locust invasion, Wild fires, Other (specify), None of the above

Demographics	Estimated size of settlement (categorical, ordinal)	In the {period between the end of the harvest season and the last time you left/visited the settlement}, what was the estimated size of [info settlement] in terms of number of people?	Select one	1-50; 51-100; 101-500; 501-1000; 1001+; I don't know or don't want to answer
Demographics	% of settlements by proportion of age and gender categories present	What age and gender group did MOST individuals in your settlement of origin belong to, {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	Boys (under 18) Girls (under 18) Adult women (18 - 59) Adult men (18-59) Elderly women (60+) Elderly men (60+)
Demographics	% of settlement by proportion of special needs categories present	What proportion did these categories represent out of the total population, {between the end of the harvest season and the last time you left/visited your settlement}? An unaccompanied child is a boy or girl under 18 without father, mother or other relatives who support them	Select one: (None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%)) for each of the relevant categories	Persons with difficulties seeing, hearing, walking, communicating or taking care of themselves Elderly Sick Pregnant or lactating women Unaccompanied children
Displacement	% of Kis by main three reasons why their household moved to the current place of stay	What are the reasons why you moved to the current place of stay?	Select multiple	Access to water Acces Access to food Better security situation Presence of jobs Availability of shelters Better access to services None No response or I don't want to answer Don't know Other (please specify)
Displacement	% of settlements by proportion of IDPs out of the total population, in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, what proportion of the total population living in your settlement of origin were people coming from a different settlement within Somalia (IDPs)?	Select one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know
Displacement	% of settlements where IDP arrivals were reported in the recall period	Did any people from a different settlement within Somalia move permanently to your settlement of origin {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	Yes No Do not know
Displacement	% of settlements by most commonly reported reasons why IDPs decided to move to the assessed hard to reach settlements	If IDPs moved to your settlement of origin {between the end of the harvest season and the last time you left/visited your settlement}, what were the main reasons why most of them decided to move to your settlement of origin?	Select multiple	Access to water Access to food Better security situation Presence of jobs Availability of shelters Better access to services No response or I don't want to answer Don't know Other (please specify)

	Displacement	% of settlements by most commonly reported reasons why IDPs decided to move to the assessed hard to reach settlements	What were the main reasons why most of the people who moved permanently to your settlement of origin left their settlement {between the end of the harvest season and the last time you left/visited your settlement}?	select_multiple	Damage/losses due to {climatic_shocks_reported} Lack of sufficient food Lack of sufficient water Lack of sufficient income No access to basic services (health, education, shelter, markets) Eviction Insecurity in the settlement of origin Other (specify) Don't know
	Displacement	% of settlements by most commonly reported reasons why residents left in the recall period	What is the primary reason why most people ORIGINALLY FROM your settlement of origin moved out {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	Damage/losses due to {climatic_shocks_reported} Lack of sufficient food Lack of sufficient water Lack of sufficient income No access to basic services (health, education, shelter, markets) Eviction Insecurity in the settlement of origin Other (specify)
	Displacement	% of settlements by most common movement intentions of MOST people still residing in the assessed settlements	Where do you think MOST people still residing in your settlement intended to go in the three months after you left?	Select one	Remain in the settlement Permanently abandon the settlement Leave the settlement for a short period Don't know Prefer not to answer
	Displacement	% of settlements by most commonly reported necessary condition for MOST people to return to the settlement	What would be the necessary conditions for MOST people to return to your settlement of origin in the next three months?	Select multiple	Security, humanitarian assistance, economic opportunity, improvement of basic services, reconstruction of shelter, Other(please specify)
Markets					
What are the food security needs and coping strategies of the populations in H2R areas? To which foods, sources of livelihood and	Cash and Markets	% of settlements where MOST people reportedly had access to a functional market in the recall period	{between the end of the harvest season and the last time you left/visited your settlement} was there a functioning market that MOST people could physically access FROM [info settlement]?	Select one	Yes, at all times Yes, but access limited to some days No access Don't know

markets have populations in H2R areas access to? What are the food, livelihood strategies and market access constraints which may increase their vulnerability to climatic shocks? How are climatic shocks affecting access to food and livelihoods?	Cash and Markets	% of settlements by most commonly reportedly barriers to accessing markets in the recall period	If MOST people had no access to markets {between the end of the harvest season and the last time you left/visited your settlement}, What were the main reasons?	Select multiple	Markets are closed, Roads to markets are closed, Lack of cash to buy goods at the market, Prices in the market are too high, Needed items are unavailable in markets, Security risks travelling outside of the settlement, Lack of transportation to reach the closest functional market, Other (specify), Facilities / marketplace not functional due to ${climatic_shocks_reported}-related infrastructural damage (buildings in the marketplace have become hazardous / unsafe), Could not access facilities because routes accessing the marketplace were blocked / damaged due to ${climatic_shocks_reported}, Don't know, Movement restrictions imposed by government or local authorities
	Cash and Markets	% of settlements by average time walked to reach the closest functional market	If MOST people had access or partial access to markets {between the end of the harvest season and the last time you left/visited your settlement}, how far was the closest functional market used by MOST people on average, walking?	Select one	Under 30 minutes 30 minutes to 1 hour More than 1 hour to half a day More than half a day Don't know
	Cash and Markets	% of settlements by categories of items reportedly available in the market where the majority of the population were going in the recall period	Have the following things been available in the market where the majority of population goes from your settlement of origin, in the {1 month before you left the settlement, visited or contacted family or friends in the settlement}?	Select one (Available, Unavailable, Don't know) for each category	Food Tools for farming and seeds Livestock Fuel for cooking Construction materials Clothes and materials for sewing Shoes Soap Jerry cans Womens` menstrual hygiene materials Mosquito nets Water
	Cash and Markets	% of settlements by type of financial factors affecting MOST people's access to markets	If MOST people have access or partial access to markets, which financial factors affected MOST people's access to the marketplace {between the end of the harvest season and the last time you left/visited your settlement}?	select_multiple	- Financial factors do not affect people's access to the marketplace - MOST people cannot afford the items available in the marketplace / prices for items in this marketplace are too high - Public transportation is

				too expensive and MOST people cannot affort to pay for it - Fuel is too expensive and MOST people cannot afford to purchase it for their personal vehicle - MOST people do not have enough physical currency on hand to pay for the items they need (ex. vendors will not issue credit, cash vouchers but no actual cash, etc) - MOST people do not have enough physical currency on hand to pay for public transport (ex. money only in mobile wallets, cash vouchers but no actual cash, etc.) - Other (please specify) - Prefer not to answer
	Cash and Markets	% of settlements where market access was affected by {shock: flooding or fire} in the recall period	If ${climatic_shocks_reported} was experienced in the settlement {between the end of the harvest season and the last time you left/visited your settlement}, was access to the closest functional marketplace affected since the disaster struck the area?	select_one	Yes, ${climatic_shocks_reported}-related factors prevented MOST people from accessing the marketplace No, ${climatic_shocks_reported}-related factors have not prevented MOST people from accessing the marketplace (including because no access to markets was possible already before the shock) Don't know
	Cash and Markets	% of settlements by type of impact that {shock: flooding or fire} had on physical access to markets for MOST people	If ${climatic_shocks_reported} was experienced in the settllement {between the end of the harvest season and the last time you left/visited your settlement}, and if people still have access to markets, what impact did the shock have on physical access to the closest functional marketplace?	select_multiple	No impact on physical access to the marketplace People do not feel safe entering the marketplace because of ${climatic_shocks_reported}-related infrastructural damage Damaged infrastructure has resulted in some product unavailability (e.g. lack of refrigeration) Routes accessing the marketplace are blocked / damaged due to floods, mud/landslides, fallen debris, etc. There is no electricity on the route or at the marketplace People fear catching

					infectious diseases that have spread after the shock struck Means of transport were damaged when the ${climatic_shocks_reported} occurred and people cannot afford to repair them / buy new ones Don't know Other
	Cash and Markets	% of settlements where food item prices reportedly increased in the recall period	Did prices of food change in places where people from your settlement of origin were buying it, in the {1 month before you left the settlement, visited or contacted family or friends in the settlement}?	Select one	Prices increased Prices decreased Prices did not change Don`t know People from settlement usually don`t buy any food from anywhere
	Cash and Markets	% of settlements where water prices increased in the recall period	In the {1 month before you left the settlement, visited or contacted family or friends in the settlement}, did the price of water change in places where people from your settlement of origin were buying it?		Prices increased Prices decreased Prices did not change Don`t know People from settlement usually don`t buy water from anywhere
	Cash and Markets	% of settlements where NFIs prices reportedly increased, in the recall period	In the{1 month before you left the settlement, visited or contacted family or friends in the settlement}, did prices of NFIs change in places where people from your settlement of origin were buying them?	Select one	Prices increased Prices decreased Prices did not change Don`t know People from settlement usually don`t buy any NFIs from anywhere

Food security					
What are the food security needs and coping strategies of the populations in H2R areas? To which foods, sources of livelihood and markets have populations in H2R areas access to? What are the food, livelihood strategies and market access constraints which may increase their vulnerability to climatic shocks? How are climatic shocks affecting access to food and livelihoods?	Food security and livelihood	% of settlements where MOST people were reporteldy skipping 2 or more meals a day in the recall period	In the {1 month before you left the settlement, visited or contacted family or friends in the settlement}, what proportion of households in your settlement of origin would you say were skipping 2 or more meals a day most of the time, to cope with a lack of food?	Select one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know
	Food security and livelihood	% of settlements by change in access to food in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, overall, how did access to food change in your settlement of origin?	Select one	Worsened Improved Remained the same Don't know
	Food security and livelihood	% of settlements by most commonly reported reasons why MOST people were not accessing sufficient food in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, What were the main reasons why MOST people couldn't access enough food in your settlement of origin?	Select multiple	Unsafe to access land; not enough land; crops destroyed by flooding; crops destroyed by pest; lack of rain; crops destroyed by conflict; cultivation disrupted by displacement; growing season too short; crops stolen; no livestock; no food distribution; no market; prices too high; lack of fishing nets; no reason, I don't know or don't want to answer; other
	Food security and livelihood	% of settlements by main reported source of food for MOST	What was the main source of food for MOST people in [info settlement] {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	Own production (cultivated) Own production (livestock) Foraged for wild foods

		people, in the recall period			(including hunting, fishing) Bought with cash Given by family or friends bartering Received food assistance from NGOs government food distribution Don`t know Other (please specify)
	Food security and livelihood	% of settlements reporting coping due to a lack of food	{between the end of the harvest season and the last time you left/visited your settlement}, when there was not enough food in your settlement of origin, what did ANY people do to find new sources of food?	Select multiple	borrow_food : Borrow food or get help from a friend or relative borrow_money : Purchase food with borrowed money gather_wild_food : Gather wild food gather_firewood : Collecting firewood in dangerous places consume_seeds : Consume seed stock meant for next season or harvest crops that are not yet ready send_children_to_neighbors : Send children to eat with neighbors household_begs : Asking non-relatives for food sell_home_assets : Sell home assets sell_livestock : Selling more livestock than usual for this time of year slaughter_livestock : Slaughtering more cattle than normal for this time of year hunting : More hunting than normal for this time of year fishing : More fishing than normal for this time of year cattle_camps : Families moving to cattle / fishing camps more often than normal displacement_camp : Sending families out to displacement camps to recieve food aid none : None other : Other dontknow : I don't know or don't want to answer

	Food security and livelihood	% of settlements by most commonly reported sources of livelihood in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, which of the following activities did MOST people in your settlement of origin mainly engage in to support their families?	Select multiple	Farming Livestock produce Contractual work Business Day labour Receiving money from relatives or friends outside of the settlement Receiving humanitarian assistance Rent of land or property Begging None Don`t know Other (please specify)
	Food security and livelihoods	% of settlements where MOST people lost their main source of livelihoods due to ${climatic_shocks _reported}	{between the end of the harvest season and the last time you left/visited your settlement}, if ${climatic_shocks_reported} occurred, what proportion of people in your settlment lost their main source of livelihoods because of it?	Select one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know
	Food security and livelihoods	% of settlements with more than 50% crop loss for MOST people during the last harvest season	How would you estimate the crop loss for MOST people during the last harvest season in your settlement of origin?	Select_one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know
	Food security and livelihoods	% of settlements by most commonly reported top 3 reasons why MOST people experienced crop losses in the last harvest season	If crop loss was experienced, What were the 3 main reasons why crop loss was experienced during the last harvesting season in your settlement of origin?	select_three	Locusts or other pests Rain failure Flooding destroyed the crops Lack of water for irrigation Temperatures too high Other Don't know
	Food security and livelihoods	% of settlements where everyone have access to land for cultivation	Could everyone have physical access to land for cultivation in your settlement {between the end of the harvest season and the last time you left/visited your settlement of origin}?	Select one	Yes, no, I don't know or don't want to answer
	Food security and livelihoods	% of settlements where MOST people had a source of water for irrigation/Most reported water source for irrigation purpose	What was the main source of water that MOST people relied on for irrigation purposes {between the end of the harvest season and the last time you left/visited your settlement of origin}?	select_multiple	Own borehole, River/ chanel /stream, Piped water / centralized water suply system, Stored rain water (berkad or similar), Well, Don`t have water access for irrigation, Other (specify), Don't know
	Food security and livelihoods	% of settlements by proportion of people owning livestock	What was the proportion of people owning livestock in your settlement of origin, {between the end of the harvest season and the last time you left/visited your settlement of origin}?	Select one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know

	Food security and livelihoods	Most reported type of livestock owned by MOST people in the recall period	What type of livestock did MOST people own in your settlement of origin {between the end of the harvest season and the last time you left/visited your settlement of origin}?	Choose all that apply	Cattle, Poultry, Camel, Sheep, Goat, Other (specify), Don't know
	Food security and livelihoods	% of settlements with more than 50% livestock loss for MOST people during the recall period	How would you estimate the livestock loss for MOST people {between the end of the harvest season and the last time you left/visited your settlement} in your settlement of origin?	select_one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know
	Food security and livelihoods	% of settlements with livestock disease outbreak	{between the end of the harvest season and the last time you left/visited your settlement}, has there been a disease outbreak among livestock owned by the community in [info settlement] {between the end of the harvest season and the last time you left/visited your settlement}?	select_one	Yes, no, I don't know or don't want to answer
	Food security and livelihoods	% of settlements where livestock disease outbreak had an impact on the food security situation	Have livestock disease outbreaks {between the end of the harvest season and the last time you left/visited your settlement} had any impact on the ability to access enough food in your settlement of origin ?	select_one	No impact, small impact, large impact, I don't know or don't want to answer
Health					
What are the needs and coping strategies of the populations in H2R areas regarding Healthcare? What are the constraints to access to healthcare and assistance? What are the access constraints which may increase the population's vulnerability to climatic shocks?	Health	% of settlements where MOST people were reportedly able to access ANY health service in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, were MOST people from your settlement of origin able to access ANY health services?	Select one	Yes No Do not know
	Health	% of settlements by type of health services available in the recall period, across settlements where ANY health service was availabe	If ANY health services were accessible {between the end of the harvest season and the last time you left/visited your settlement}, what kind of services were they?	Select multiple	None Clinic Mobile clinic Drugstore Hospital Healer First aid post Individual practitioner Midwife Don't know Other (please specify)
	Health	% of settlements by time taken for most households to walk to closest functional clinic or hospital	If a clinic or hospital were accessible from your settlement of origin {between the end of the harvest season and the last time you left/visited your settlement}, how long did it take on average, for MOST people to reach the closest functioning clinic or hospital?	Select one	Under 30 minutes 30 minutes to 1 hour More than 1 hour to half a day More than half a day Don't know
	Health	% of settlements by most common barriers to accessing health services	{between the end of the harvest season and the last time you left/visited your settlement}, what were the main barriers accessing health care services from your settlement of origin?	Select one	Services are closed Services are not functional due to ${climatic_shocks_reported}-related infrastructural damage (buildings have become hazardous / unsafe) Roads to services are closed Could not access facilities because routes accessing the services were blocked / damaged due to

					$\{climatic\_shocks\_reported\}$ Lack of transportation to reach the closest functional service Lack of cash to pay for services Prices of services too high Needed medical items are unavailable at the facilities Security risks travelling outside of the settlement Movement restrictions imposed by government/local authorities Don't know Other (specify)
	Health	% of settlements by frequency of healthcare workers visits, in the recall period	How often did any healthcare workers (community health worker, nurse, doctor or midwife) provide basic health services (examination, first aid, health education) WITHIN your settlement of origin {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	Once a week or more often 2 or 3 times a month Once a month Less frequently than once a month There were no healthcare workers working in the settlement in the recall period Don`t know
	Health	% of settlements by most commonly reported health problem in the recall period	What were the three most common health problems in [info settlement] {between the end of the harvest season and the last time you left/visited the settlement}}?	Select three	Skin disease malnutrition cholera pneumonia Measles Chickenpox COVID-19 Don`t know Other (please specify)
	Health	% of settlements per perceived main cause of death in the recall period	{between the end of the harvest season and the last time you left/visited the settlement}}, what has been the main cause of death in [info settlement]?	Select one	Malaria or fever Acute watery diarrhoea (3 or more liqid stools per day) Hunger/malnutrition HIV/AIDS Conflict Natural causes Don`t know Other (please specify)
	Health	% of settlements with reported excess mortality in recall period	Have more people of any age died than normal in the In the {1 month before you left the settlement, visited or contacted family or friends in the settlement}?	Select one	Yes, no, I don't know or don't want to answer
Protection					
What are the protection needs and coping strategies of the populations in H2R areas? To which	Protection	% of settlements where Kis reported that minors went missing in the recall period	Do you know if ANY of the boys and girls under 18 went missing in your settlement of origin {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	Yes No Do not know

protection services have populations in H2R areas access to?	Protection	% of settlements by most commonly reported places where unaccompanied minors were living in the recall period	If yes (E.3), what were the places where MOST of the boys and girls under 18 without father, mother or other relatives who support them lived in your settlement of origin?	Select multiple	In the houses In the street At the workplace I don`t know Other (please specify)
	Protection	% of settlements by most commonly reported types of protection services available for minors in the recall period	Which protection services for boys and girls under 18 were available {between the end of the harvest season and the last time you left/visited your settlement} in your settlement of origin?	Select multiple	None Family tracing / reunification of children separated from families Alternative care arrangements for children without their parents (foster home, state-run orphanage, kinship care) Referral services for children (services that provide information about the available types of support for the children) Psychosocial support for children Social workers working with children I don`t know Other (please specify)
	Protection	% of settlements by quality of the relations between IDPs and host community in the recall period	How would you describe the relations between IDPs and host community in your settlement of origin {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	Very bad Bad Good Very good No response or I don't want to answer Don't know
	Protection	% of settlements where disputes occurred	{between the end of the harvest season and the last time you left/visited your settlement}, has there been an incidence of disputes in [info settlement]?	Select one	Yes No Do not know
	Protection	% of settlements by most commonly reported sources of conflict, in the recall period	If disputes occurred in your settlement {between the end of the harvest season and the last time you left/visited your settlement}, what were the causes of MOST disputes?	Select multiple	Land dispute Food access dispute Livestock access dispute Water access dispute Family dispute Access to work Access to humanitarian aid Shelter dispute Clan dispute Tax dispute Property dispute None No response or I don't want to answer Don't know Other (please specify)
	Protection	% of settlements with conflict incident in recall period	{between the end of the harvest season and the last time you left/visited your settlement}, has there been an incidence of conflict in [info settlement] which has either killed a civilian or has damaged property?	Select one	Yes, no, I don't know or don't want to answer
	Protection	% of settlements where ANY people were reportedly evicted	{between the end of the harvest season and the last time you left/visited your settlement}, were any people evicted in your settlement of origin?	Select one	Yes No Do not know Do not want to answer

	Protection	% of HH that have experienced movement restrictions in the recall period	Approximately what proportion of households in the settlement have experienced safety or security restrictions in their ability to move freely in the area {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know
	Protection	% of settlements by most commonly protection incidents that reportedly occurred in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, did you hear about any of the following occurring in your settlement of origin?	Select multiple	Conflict within the settlement Sexual violence Abduction Theft Unofficial tax collection Confllict with people who do not live in the settlement UXO Airstrikes including with people or livestock None No response or I don't want to answer Don't know Other (please specify)
	Protection	% of settlements by type of location where protection incidents reportedly occurred, across settlement where incidents were reported	If incidents occurred {between the end of the harvest season and the last time you left/visited your settlement} in your settlement, where did they happen?	Select multiple	In shelters Water points Latrines Bathing areas Markets Schools Clinics Humanitarian aid distribution points On the road Checkpoints In the field Don`t know Other (please specify)
	Protection	% of settlements by type of protection incident affecting people attempting to leave the settlement, in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, did you hear of ANY of the following incidents that happened to people when they were trying to move out of the settlement?	Select multiple	Tax to leave the settlement Sexual violence Threat of sexual violence Family separation Remaining relatives are targeted Loss of property Killing Threat of killing Physical injury None No response or I don't want to answer Don't know Other (please specify)
	Protection	Types of areas which women and girls avoid because they feel unsafe in the settlement	Are there any areas in the settlement that women and girls avoided because they feel unsafe, {between the end of the harvest season and the last time you left/visited your settlement}? If yes, what areas (or places) do women and girls avoid or feel unsafe about?	Select multiple	There are no areas that women and girls avoid because they feel unsafe Latrines and bathing facilities Markets Distribution areas Water points Social/community areas On their way to school On their way to women community centers/health centers In their homes In public transportation In the way to collect firewood

					Don't know Decline to answer
	Protection	% of settlements by most commonly reported types of protection services available for women, in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, were any of those services available to women from your settlement of origin?	Select multiple	Treatment for rape survivors Psycho-social support Treament for physcial injuries due to GBV Legal aid and support Shelters for the victims of physical abuse No response, or I don`t want to answer None I don`t know Other (please specify)

			SNFI		
What are the needs and coping strategies of the populations in H2R areas regarding Shelter/Non- food items? What are the impacts of climatic shocks on the shelter and NFI situation in H2R areas?	Shelter and NFI	% of settlements by main shelter type for MOST people, in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, WHAT was the MOST COMMON shelter type used by the population in your settlement of origin? (Show pictures)	Select one	Permanent structure (e.g. brick, metal roof) Tent Buul Abandoned building Community building (mosque, school, hospital) Dwelling hut with thatched roof No shelter (sleeping in the open) Don`t know Other (please specify)
	Shelter and NFI	% of settlements where ANY people were sleeping in the open in the recall period	Approximately what % of households in the settlement lived/were sleeping in the open, {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know
	Shelter and NFI	% of settlements by proportion of destroyed shelters	{between the end of the harvest season and the last time you left/visited your settlement}, what proportion of shelters have been destroyed/damaged in your settlement of origin?	Select one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know
	Shelter and NFI	% of settlements by proportion of settlements that were nat rebuilt after being severely damaged or destroyed in the recall period	If shelters were severely damaged or destroyed {between the end of the harvest season and the last time you left/visited your settlement}, how many out of the severely damaged/destroyed shelters were rebuilt?	Select one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know
	Shelter and NFI	% of settlements by main reason why damaged or destroyed shelter were not rebuilt in the recall period	If shelters were damaged/destroyed and not rebuilt, what was the MAIN reason why they were not rebuilt?	Select one	Building materials unavailable in the settlement No money to buy materials Too dangerous to travel to the market Necessary materials unavailable at the market People whose shelters were destroyed moved away No response or I don't want to answer Don't

					know Other (please specify)

WASH					

	WASH	% of settlements by type of primary source of drinking water used by most households	In the {1 month before you left the settlement, visited or contacted family or friends in the settlement}, What was the main source of water used by most households in the settlement for drinking?	Select one	Piped connection to house (or neighbour's house) Public tap/standpipe Borehole or tubewell Protected well Unprotected well Protected spring Unprotected spring Rainwater collection Tanker-truck Cart with small tank / drum Water kiosk Bottled water Sachet water Surface water (river, dam, lake, pond, stream, canal, irrigation channel) Other (please specify) Don't know
What are the needs and coping strategies of the populations in H2R areas regarding Water, Sanitation and Hygiene? What are the constraints to access to WASH ? How does the WASH situation affect the vulnerability of populations in H2R areas? What are the impacts of climatic shocks on WASH in H2R areas?	WASH	% of settlements by main age and gender group responsible for fetching water, in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, who was responsible THE MOST for fetching water in your settlement of origin?	Select one	Boys under 18 Girls under 18 Men over 18 years old Women over 18 years old Men over 60 Women over 60 None Don't know Other (please specify)
	WASH	% of settlements where ANY people were using surface water as their main source of drinking water in the recall period	If surface water was not the main source of drinking water for MOST people already, did ANY people have to use surface water - from a river or pond - for drinking, In the {1 month before you left the settlement, visited or contacted family or friends in the settlement}?	Select one	Yes No Do not know
	WASH	% of settlements by average time taken for fetching (reach, wait in line, and return) drinking water, in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, how long did it take on average BY WALKING for MOST people to reach, wait in the line, and return with drinking water to your settlement of origin?	Select one	Under 30 minutes 30 minutes to 1 hour More than 1 hour to half a day More than half a day Don't know
	WASH	% of households having enough water for drinking, cooking, bathing and washing	{between the end of the harvest season and the last time you left/visited your settlement}, what proportion of households in the settlement had enough water for drinking, cooking, bathing and washing?	Select one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know
	WASH	% of settlements where stagnant water was reportedly visible in or near the settlement in the recall period	Was there stagnant water visible in or near the settlement {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	Yes No Do not know

	WASH	% of households having access to functioning sanitation facilities	{between the end of the harvest season and the last time you left/visited your settlement}, what proportion of households in the settlement had access to a functioning sanitation facility (latrine/toilet)?	Select one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know
	WASH	% of settlements by most commonly reported type of barrier to using latrines, in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, what were the MAIN barriers to using the latrines in your settlement of origin?	Select multiple	No barriers None available Insufficient number Not functional Overcrowded Too dirty Too far It is not common to use them Not safe for women Not safe for people with difficulties hearing, seeing, moving Not appropriate for children Dangerous at night Don`t know Other (please specify)
	WASH	% of settlements by main way in which waste was disposed of in the recall period	What is the main way in which waste is disposed in the settlement {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	Burned Buried Dumped in a dedicated area Don`t know Other (please specify)
	WASH	% of HHs with access to functioning handwashing facilities with water available	Approximately what proportion of households in the settlement had access to functioning hand-washing facilities with water and soap, {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know

EDUCATION					
To which Education, if any, do populations in H2R areas have access? What are the constraints to access to education and assistance? How does the Education situation affect the vulnerability of populations in H2R areas? What are the impacts of climatic shocks on access to education in H2R areas?	Education	% of school-aged children attending school regularly in the 2021-2022 school year. NOTE: This includes any attendance in public schools or recognised private schools.	For the current school year (2021-2022), while schools were open {between the end of the harvest season and the last time you left/visited your settlement}, approximately what proportion of school-aged children in the settlement were attending formal school regularly (at least 4 days per week)? NOTE: Formal schools are defined as schools within a system of full-time education developed by public organisations and recognised private bodies.	Select one (None (0%) A few (1-25%) Some (26-50%) Many (51-75%) All or almost all (76-100%) Don't know) for each category	Boys 5-12: Girls 5-12: Boys 13-15: Girls 13-15: Boys 16-18: Girls 16-18:
	Education	% of settlements by average time taken to walk to the closest functional education services, in the recall period	How much time did it take for MOST people to access BY WALKING the closest functional school (state-run, NGO-run or quranic) from your settlement of origin {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	Under 30 minutes 30 minutes to 1 hour More than 1 hour to half a day More than half a day Don't know
	Education	% of settlements by most common barriers to accessing	What was the main barrier accessing education for the GIRLS from your settlement of origin {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	None Security Cost of studies Distance to closest services Cultural reasons Need to support family Being

		education faced by girls			disabled Early marriage Quality of education School remained closed Don`t know Other, please specify
	Education	% of settlements by most common barriers to accessing education faced by boys	What was the main barrier accessing education for the BOYS from your settlement of origin {between the end of the harvest season and the last time you left/visited your settlement}?	Select one	None Security None Security Cost of studies Distance to closest services Cultural reasons Need to support family Early marriage Quality of education School remained closed Don`t know Other (please specify)

<div align="center">

Communication

</div>

To which communication services and types of humanitarian assistance, if any, do populations in H2R areas have access? What are the constraints to access to information and assistance?		% of settlements by primary language spoken by households	What was the primary language spoken by households in the settlement, {between the end of the harvest season and the last time you left/visited your settlement}? Primary language = main language spoken within households	Select one	Standard / Northern Somali Benaadir Somali Maay Somali Arabic English Italian Bravanese (Chimwiini/ Chimbalazi) Kibajuni Mushunguli Somali Sign Language None Don't know Prefer not to answer Other (please specify)
	Communication	% of settlements by most commonly reported main sources of news for MOST people in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, what were the main sources of news for MOST people living in your settlement of origin?	Select multiple	Radio SMS Social media (Facebook, twitter) Internet Mobile phone calls Conversations face to face No response or I don't want to answer Don't know Other (please specify)
		Proportion of settlements by source of information about the weather	From where did MOST people in your settlement of origin receive information about the weather forecast and/or weather alerts, In the {1 month before you left the settlement, visited or contacted family or friends in the settlement}?	Select one	No weather forecast / weather alerts available Local weather alert system Weather forecast from the Radio SMS alerts Social media alerts Other (specify) Don't know

	Communication	% of settlements by most commonly reported main radio station MOST people listened to in the recall period	Which radio stations did MOST people in your settlement of origin listen to {between the end of the harvest season and the last time you left/visited your settlement}?	Select multiple	None Africas Voices Foundation Voice of America BBC Somalia Bar Kulan Radio Ergo Radio Shabelle Radio Kulmiye Radio Mogadishu Radio Xurmo Al Andalus Al Furqaan Al Risaala Radio Xamar Radio Banadir Radio Simba Star FM Don't know Other (please specify)
	Communication	% of settlements by main source of news for MOST people in the 3 months prior to data colleciton	{between the end of the harvest season and the last time you left/visited your settlement}, WHO was the main source of news for MOST people in your settlement of origin?	Select one	Friend/family/neighbors NGO workers Community leader, religious leader Local authorities Transport drivers Merchants Don't know Other (please specify)
	Communication	% of settlements where MOST people were receiving information from NGOs about humanitarian assistance, in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, were MOST people from your settlement of origin receiving information from the NGOs (both local and international) about available humanitarian assistance?	Select one	Yes No Do not know
	Communication	% of settlements by most commonly reported barriers to accessing information, in the recall period	{between the end of the harvest season and the last time you left/visited your settlement}, what were the MAIN barriers to accessing ANY information from the settlement?	Select multiple	No obstacles to getting information Lack of electricity Lack of radio signal Lack of mobile networks Information is written and people are unable to read People do not have credit on their phones Don't know Other (please specify) Other (please specify)
	Communication	% of settlements where ANY people reportedly received NGO support in the 3 months prior to data collection	{between the end of the harvest season and the last time you left/visited your settlement}, were any people in your settlement of origin able to access any kinds of support provided by NGOs?	Select one	Yes No Do not know
	Communication	% of settlments where a main or a secondary road going through the settlement was reported	Is there a main or a secondary road going through the settlement?	Select one	Yes No

	Communication	% of settlments where the road was reportedly practicable and safe, among settlements where a main or a secondary road going through the settlement was reportedly present	Is the road practicable by vehicle and safe?	Select one	Yes No Do not know
	SNOWBALLING				
N/A	Sampling	Consent to be recontacted	Would you agree to be contacted again to answer a set of questions about your settlement of origin?	Select one	Yes No
	Sampling	Consent to be recontacted_mode	If yes, how would you like to be contacted again?		In person; By phone
	Sampling	Phone number of the respondent	If over the phone, what is the respondent's phone number?	Integer	
	Sampling		Are you planning to visit your settlement of origin in the coming weeks?	Select one	Yes No Do not know
	Sampling	Kis from the same settlement	Can you refer us another person from your settlement of origin who were displaced to this area {between the end of the harvest season and now}?	Select one	Yes, No
	Sampling	Kis from the same settlement	If yes, Name of the referred KI	text	
	Sampling	Kis from the same settlement	If yes, Phone number of the referred KI	text	

Semi-structured qualitative tool – Focus Group Discussion

Research questions	Indicator group / sector	Questionnaire - May 2022	Probing questions - May 2022	Instructions
NA	Consent	Asalamu Calaykum, we're (INSERT NAMES) from (INSERT NAMES OF ORGANIZATIONS), and we're doing a hard-to-reach assessment in order to support the humanitarian partners get information on how they can support the communities who are living in those regions. Hence, we would like to interview you about the settlements you moved from in the last 3 months. It is entirely up to voluntary participation.

This implies we will not tell anybody about our discussion or what you told us today. Everything you tell us will be kept strictly | | 1. Yes (Continue to the next steps) 2. No (wait until the KI leaves and then start the interview with the rest) |

		confidential, and your personal information will be carefully safeguarded. You may withdraw from the FGD at any moment or refuse to answer certain questions. We will not attribute the information you provide to us, and we will not report using your name. No one will be able to relate your replies to any other information that could identify you because they will be aggregated and analyzed with several other responses. Participation in this interview has no reward, aid, or any other benefits associated that you should expect as a participant. If it is fine with you, our organizations will give you feedback and explain how the data was used. The discussion should last around 1 hour. Do you agree, based on the foregoing, to participate in this focus group and for us to share the information acquired in this focus group with other organizations without disclosing your personal information other than your gender and age, as appropriate?		
NA	Key characteristics	Number of FGDs participants		Female ( ) Male ( )
NA	Key characteristics	Settlements of origin of the participants		Settlement names + district
NA	Key characteristics	What population groups are present in your area of origin?		1) IDPs; 2) Non-IDPs (Host communities)
NA	Key characteristics	What is the most common type of settlement in your area of origin?		1) City (Urban) 2) Village (Rural) 3) Planned or spontaneous camp / camplike setting 4) Other
What are the social, economic and environmental vulnerabilities to climatic shocks of the populations in hard-to-reach areas?	Key characteristics	How you describe your area of origin where you used to lived before displacement, or that you visited in the past three month? Hint - Try to guide the participants areas we are assessing (Bakool, Bay, Gedo, Lower Juba, Lower Shabelle, Middle Juba and Middle Shabelle)	In particular, was any climatic shock experienced at your settlement of origin in the past three months? How would you describe the impact of this/these shock/shocks on {gender group} living in your settlement of origin?	
What are the most pressing needs of the	AAP	How would you characterise {gender group}'s most pressing needs in your area of origin, in the past three months?	Have the priorities changed compared to before that period of past three months (before	

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			February 2022)? If yes, please explain how/in what way?	
What are the most needs of the populations in H2R areas? Are some population groups more vulnerable than others? How and why?	AAP	According to you, what additional needs women, children, elders and/or PwD may face in hard-to-reach areas like your settlement of origin?		
What are the factors that contribute to displacement from the H2R areas? How are climatic shocks affecting displacement patterns to and from H2R areas?	Displacement	In your opinion, how did {gender group} in your settlement of origin make displacement decisions in the past three months?	'- What were the push factors that made {gender group} leave in the past three months? Some specific events that make {gender group} take the decision, etc. - How did {gender group} from your settlement choose their destination? Why?	
What are the needs and coping strategies of the populations in H2R areas regarding Healthcare? What are the constraints to access to healthcare and assistance? What are the access constraints which may increase the population's vulnerability to climatic shocks?	Health	How would you describe the health situation for {gender group} in your settlement of origin, in the past three months?	Has the health situation changed compared to before this period of past three months (before February 2022)? How so?	
What are the needs and coping strategies of the populations in H2R areas regarding	WASH	How would you describe access to drinking water for {gender group} in your settlement of origin, in the past three months?	Has access to drinking water changed compared to before the period of the past three months (before Frbruary 2022)? How so? Were there any instances of tension or dispute	

Water, Sanitation and Hygiene? What are the constraints to access to WASH ? How does the WASH situation affect the vulnerability of populations in H2R areas? What are the impacts of climatic shocks on WASH in H2R areas?			regarding access to water? What were they and how were they dealt with?	
What are the food security needs and coping strategies of the populations in H2R areas? To which foods, sources of livelihood and markets have populations in H2R areas access to? What are the food, livelihood strategies and market access constraints which may increase their vulnerability to climatic shocks? How are climatic shocks affecting access to food and livelihoods?	FS and Livelihoods	What are the difficulties, if any, that {gender group} in the community in your area of origin faced when growing crops in the past three months?	Has access to land, seeds, and farming tools changed compared to the month before the period of the past three months (before February 2022), in your settlement of origin? How so? Were there any instances of tension or dispute regarding access to land/crops? What were they and how were they dealt with? How were {gender group} adapting to the difficulties encountered? What kind of support would members of the community need in this respect?	

What are the food security needs and coping strategies of the populations in H2R areas? To which foods, sources of livelihood and markets have populations in H2R areas access to? What are the food, livelihood strategies and market access constraints which may increase their vulnerability to climatic shocks? How are climatic shocks affecting access to food and livelihoods?	FS and Livelihoods	What are the difficulties, if any, that {gender group} the community in your area of origin faced when raising cattle in the past three months ?	Has access to pasture land changed compared to the month before the period of the past three months (before February 2022, in your settlement of origin? How so? Were there any instances of tension or dispute regarding livestock? What were they and how were they dealt with? How were {gender group} adapting to the difficulties encountered? What kind of support would members of the community need in this respect?	
What are the food security needs and coping strategies of the populations in H2R areas? To which foods, sources of livelihood and markets have populations in H2R areas access to? What are the food, livelihood strategies and market access constraints which may increase their vulnerability to climatic shocks? How	FS and Livelihoods	What are the difficulties, if any, that {gender group} the community in your area of origin faced when earning income in the recall period?	Has access to income changed compared to the month before the period of the past three months (before February 2022), in your settlement of origin? How so? How were {gender group} adapting to the difficulties encountered? What kind of support would {gender group} need in this respect?	

are climatic shocks affecting access to food and livelihoods?				
What are the food security needs and coping strategies of the populations in H2R areas? To which foods, sources of livelihood and markets have populations in H2R areas access to? What are the food, livelihood strategies and market access constraints which may increase their vulnerability to climatic shocks? How are climatic shocks affecting access to food and livelihoods?	Cash and Markets	What are the difficulties, if any, that {gender group} the community in your area of origin faced when accessing food and non-food items from markets in the recall period?	Has access to markets changed compared to the month before the period of the past three months (before February 2022), in your settlement of origin? How so? How were {gender group} adapting to the difficulties encountered? What kind of support would {gender group} of the community need in this respect?	
NA	NA	Any other comments/ topics raised by the FGD participants.		

Annex 1: Data Cleaning SOPs

DATA CLEANING STANDARD OPERATING PROCEDURES

These Standard Operating Procedures (SOPs) are based on the **tool designed for the Assessment of the Hard-to-reach Areas (H2R) of Somalia,** and builds on the requirements outlined in the IMPACT Data Cleaning Minimum Standards Checklist.[9]

Tis document outlines the checks that must be performed on the data based on the tool logics and also provides an overview of roles and responsibilities during data processing.

These SOPs are meant for both Field Officers (FOs) and Assessment Officers (AOs). The document does not intend to cover all aspects that may need to be checked but is rather a compilation of guidelines and has to be duly updated every time a new version of the tool comes out.

ROLES AND RESPONSIBILITIES DURING DATA PROCESSING

The table below outlines the responsibilities regarding data processing inside the team. It is the responsibility of each individual member of the team to be familiar with the scope of their responsibilities. Please note that this list is not exhaustive.

Task description	Person responsible	Frequency	Description of the Procedure
Data collection	Field Officers (FOs)	Daily	Data is collected by the enumerators and sent to KoBo on a daily basis. The Field Officers control the process of submission of the questionnaires to the server.
Raw data downloading and preparation	Senior Database Officer (SDO)	Daily	As part of data protection procedures, the dedicated Senior DatabaseOfficer is the only person who has direct access to the raw data and also stores potentially sensitive information that should not be shared as the data is processed. After ensuring that all potentially sensitive information has been deleted, the Senior Database Officer immediately shares the datasets with respective Field Officers for data cleaning, always keeping the AO in CC.

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[9] https://www.impact-repository.org/wp-content/uploads/2020/01/IMPACT_Memo_Data-Cleaning-Min-Standards-Checklist_14012020.pdf

Data cleaning, checking and translation	FOs	Daily	The Field Officers, based in Mogadishu, Kismayo and Baidoa, perform **daily** data cleaning and data checks as outlined further in the SOP. All checks and data cleaning are done in the macro-enabled data cleaning sheet that is updated every month. *The macro-enabled data cleaning sheet (also called a macro cleaning tool)is a MS Excel template designed by the SDO aimed to make cleaning KoBodata faster and easier. It contains a number of shortcuts that help to find, flag, correct and delete errors in the data.* Also the Field Officers check the options included in 'Other' column and translate the entries that cannot be classified under already existing options. Issues flagged during the data cleaning process are recorded by the FOs and then communicated to the enumerators and the AO and inform daily morning debriefings done by the FOs with enumerators, and also the agenda for refresher training of enumerators, happening on a monthlybasis and delivered by the FOs. Based on the results of the data cleaning from the previous week, the AOsprovide consolidated feedback to FOs during a skype call/meeting on a **weekly basis**. Also the Field Officers under the supervision of an Assessment Officer analyse the enumerator behaviour logs.
Clean data sharing	Field Officers (FO)	At least weekly	The Field Officers share clean data with the Assessment Officer **at least once a week,** putting the dedicated GIS Officer in CC. The need of more frequent clean data submission can be discussed between the FOs and the AO based on the need.
Spatial verification	GIS Officer	Weekly	The GIS Officer conducts spatial verification of the locations where the interviews were conducted and hard-to-reach locations assessed and flags issues to the AO. Unless agreed otherwise, the datasets are shared with the GIS Officer on a weekly basis.
Data quality control	AO	Weekly and final check at the end of data collection	While FOs are the ones who do the daily data cleaning, it is the AO who is responsible for the final quality of the data.
Macro enabled tool update	DO	At the end of data collection	At the end of the cycle the AO updates the DO if any changes are needed to the macro enabled tool. The DO then makes changes to the spreadsheet andshares the updated macro tool with the FOs and the AO.
Clean data submission to the HQ	AO	Monthly	At the end of data collection, the AO submits **three** consolidated clean datasets (one from each base of data collection) to the HQ for validation. The final outputswill consist of 3 clean consolidated datasets, where personally identifiable information is deleted.

RAW DATA PROCESSING

Raw datasets contain survey data from the key informant face-to-face (KI) interviews conducted by the enumerators on that day.In preparing the raw data for analysis, the Senior Database Officer will do the following steps:

   a. Check for and remove duplicates in the raw data to ensure that all observations are unique (there are no entries with the same UUIDs).

b. Dataset for Spatial Verification: Generate a copy of the raw dataset with only data columns for UUID.

Data columns to be included shown below.
1. UUID
2. Base name (Baidoa, Kismayo or Mogadishu)
3. District and name of the IDP site where the team is conducting the assessment

c. Removing all Personally Identifiable Information: Senior Database Officer makes a copy of the raw dataset, removing the indicators that contain potentially sensitive information. For the current tool such information is:
- *Names of the Key Informants (KIs);*
- *Phone numbers of the Key Informants;*
- *Names of the **referred** Key Informants (KIs);*
- *Phone numbers of the **referred** Key Informants;*

d. The prepared dataset is then shared with the respective Field Officers.

GETTING THE DATA FROM KOBO:

Note to the Senior Database Officer:

- Download the data always in the same format - .XLS.
- Once you download the data remember to rename the form:
  vKTUBeB7LywAXThRXrXXj7 · **REACH_SOM_Baidoa_May2022**

- Do not forget to delete personally identifiable information from the datasets before sharing them.

GENERAL DATA QUALITY AND DATA CLEANING TIPS

1. *Knowledge of the H2R tool* is essential to understand respective skip logics, to clean the dataset properly and catch logic mistakes.

2. *Knowledge the local context:* continuous communication must be going on between the FOs and the respective AO in order to help flag responses that do not make sense.

3. *Whilst reviewing and cleaning the data, both horizontal and vertical logic should be applied.*

Note to the FOs and the AO:

- **Make pivot tables – so you can easily identify how many settlements we have covered by districts so far and direct the enumerator teams accordingly depending on the coverage focus.**
- **Check how many times a settlement has been assessed in that month – a maximum of 3 KIIs is needed.**
- **Don't only flag the issues, ensure that you explain why something wouldn't make sense and also leave room for a positive feedback for the areas where the data collection teams did well.**

  - Horizontal logic (scroll to the right): check whether reported responses of each indicator of each survey are logically consistent and make sense in relation to each other.

  - Vertical logic (scroll down): with the data sorted by enumerator ID, scroll dataset downwards to check whether there are any suspicious response patterns for specific enumerators that suggest the enumerator is performing poorly or misunderstood a question or response option. Check the overall distribution of

responses, thatway you can find out which enumerator's surveys seem suspicious. Too similar responses given during different interviews might be suggestive of data falsification.

- By using the filter function, also ensure to check response options "None", "Other (Please specify)", "Don't know" etc. If one enumerator consistently has many of these, flag this. For "Other (Please specify)" check what was manually entered and whether that would already be covered by an existing response option. If yes, correct accordingly and flag to an enumerator.

- Multiple response questions: whilst enumerators are instructed to not read out response options (with exception of questions where they are specifically requested to do so), check whether there are any suspiciouspatterns such as all respondents of one enumerator all reporting the same responses. Whilst this is theoretically possible, it could also suggest that enumerator is leading his/her respondents.

4. *Data cleaning / reviews should also entail keeping good track of your data collection coverage:*

TRACKING ENUMERATOR BEHAVIOR:

Audit question is used to monitor enumerator behavior and discover which questions are taking longer to answer, better understand how the enumerators are navigating a certain form, and see which enumerators are generally taking quicker or longer periods of time to submit answers.

Collect saves the audit logs for each submission in a CSV file that are saved and uploaded to the server just as an attachedphoto would be. Analysis of the audit files is then done accordingly.
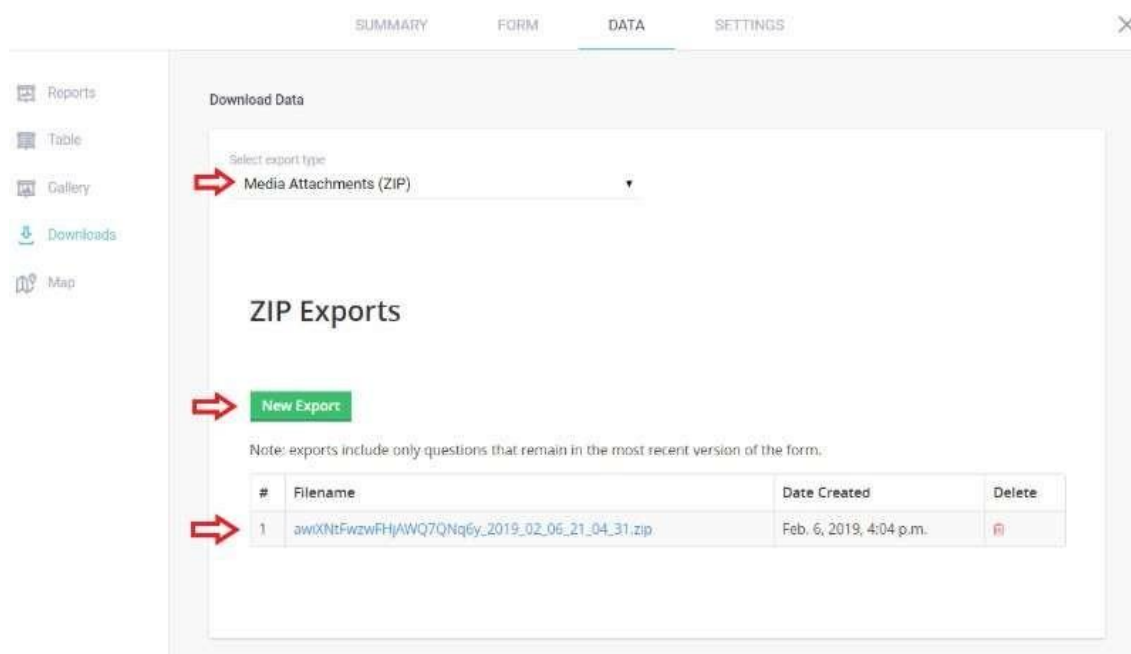
After the data has been submitted, open your project in the browser and go to DATA, then Downloads. Select Media Attachments (ZIP) as the export type and then click on New Export. Once the download is done pending, click on the file to download it to yourcomputer. Once the ZIP file has been extracted and opened, click on the file labeled 'audit.csv' to view the audit logs. It's important to note that the CSV uses Unix Epoch time so the logs are recorded in milliseconds.

USING MACRO ENABLED TOOL FOR DATA CLEANING:

Populating data into the macro enabled cleaning sheet:

Please keep in mind that daily updated raw dataset contains running log of all data kept in the server. So you'll need to filter manually the newly uploaded surveys into the consolidated cleaning sheet. Fellow these bellow steps to do this in an easy and effective way;

1. Open the raw dataset and the macro enabled spreadsheet.

2. Copy your raw data into the first tab of the macro called "raw_data".

3. Copy the uuid from your macro-cleaning tool.

4. Paste the uuid you copied from the cleaning tool at the bottom of the raw data

5. Then see the duplicates (Home - Conditional Formatting - Highlight Cells Rules - Duplicate Values).

6. Filter unique values (filter by color - non fill).

7. Copy the unique rows into your macro tool.

This will allow you to avoid errors of the macro in case of populating duplicating UUIDs.

IMPORTANT STEPS:

1. Delete interviews that took less than 20 minutes.
2. Run all necessary data checks first, flagging the outliers.
3. Go to Data Cleaning Tab and sort all entries by UUID (don`t forget to select "expand the selection" as you do the sorting).
4. Mark out the entries with 3+ outliers (outliers are responses that are logically inconsistent, e.g. shelters destroyed by conflict and no protection incidents. Spelling of an IDP site is NOT an outlier!).
5. If any entry has 3 outliers (conflicting values) that cannot be checked (either through enumerator follow-up or callback to the respondent), the whole interview must be deleted immediately!
6. Do further cleaning for the remaining entries as usual.
7. At all times when changing the multiple choice questions, make sure that numeric values (0/1) are changed and logged accordingly.
8. Pay attention to using proper spelling of the response options – keep the tool open to guide you. Otherwise, there is a risk that the analysis contains errors – the analysis script will recognize the response options ONLY the way they are spelled in the tool, e.g. it will read bought_cash but not 'bought cash' or 'bought with cash'.

DATA CHECKING:

Here are the checks that should be done using macro enabled tool. Please note that checks done using macro enabled tool are not exhaustive; additional manual data checks are needed to ensure data quality:

Check type	Check name	instructions
CHECK_Time	start end	Check if the time taken for interview is realistic: if the time taken for an interview is too short, it may point at data falsification. Action: All interviews that took less than 20 minutes must be deleted.

CHECK_Start	start	Check if the time between interviews makes sense.
CHECK_End	end	Action: 1. Flag the entries where too little time passed between the end of one interview and beginning of another: if toolittle time passed, it may be indicative that the interview was falsified. Keep in mind that the end time may not always be reliable. 2. If for particular enumerators time between interviews isalways short, communicate to the team leader to ensure the work quality of the field team.
CHECK_other	'Other' columns	Check that data entered into 'Other' column is translated, logical,and consistent with the context. Action: If data entered into 'Other' column matches any of thepotential survey responses, re-classify that entry and log the change. If the entry cannot be reclassified, just translate.
CHECK_log_marketaccess	food_source access_market	Checks if there is logics between responses: if the respondentreported the main food source "bought with cash" and "no accessto market" at the same time, the formula will return CHECK. Action: 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if people can access market, if bought_cash selected by mistake, change accordingly. 3. If an enumerator follow-up is not possible, follow up with the respondent and change accordingly.
		4. Check the column nomarket_why. If no_cash is selected, this indicates that the respondent misunderstood the question. 5. If a follow-up neither with the enumerator nor the respondent is possible, and in the nomarket_why column no_cash option is selected, you have to delete cells from columns: food_source access_market nomarket_why nomarket_why/no_cash 6. If in the nomarket_why column no_cash option is not selected, leave the column food_source and access_market unchanged. 7. Communicate to the enumerators to make sure the question is understood and asked properly.

CHECK_barriers_health	access_healths ervices barriers_health	The formula checks the logics between responses when no access to health services is indicated but at the same time 'none' is selected for barriers to accessing health services. 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly ifan explanation is provided. 3. If an enumerator follow-up is not possible, follow upwith the respondent and change. 4. If neither of the follow-ups is possible, delete entriesfrom the respective columns: access_healthservices barriers_health barriers_health/none 5. Communicate to the enumerators to make sure the 6. question is understood and asked properly.

CHECK_shelter	shelter_type ppl_no_shelter	If the shelter type is indicated as 'none', but at the same time no people reported as sleeping without shelter, the formula will return CHECK. 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: shelter_type ppl_no_shelter 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_log_shelter_sit	ppl_no_shelter shelters_not_re built	If all shelters in the settlement are reported as destroyed but at the same time there are no people sleeping in the open, it is not logically consistent, and the formula will return CHECK. 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: shelter_type ppl_no_shelter shelters_not_rebuilt 5. Communicate to the enumerators to make sure the question is understood and asked properly.

CHECK_educ_bar_girl	education_avail able education_bar_ girls	If 'none' is selected to education services available but further also 'none' is selected for barriers, the formula will return CHECK. 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change.
		4. If neither of the follow-ups is possible, delete entries from the respective columns: education_available education_available/none education_bar_girls 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_ed_dist_g	time_to_school education_bar_ girls	If time to school is indicated as under 30 minutes and distance as a barrier to accessing services, the formula will return CHECK. 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: time_to_school education_bar_girls 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_educ_bar_boy	education_avail able education_bar_ boys	If 'none' is selected to education services available but further also 'none' is selected for barriers, the formula will return CHECK. 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: education_available education_available/none education_bar_boys 5. Communicate to the enumerators to make sure the question is understood and asked properly.

CHECK_ed_dist_b	time_to_school education_bar_ boys	If time to school is indicated as under 30 minutes and distance as a barrier to accessing services, the formula will return CHECK. 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: time_to_school education_bar_boys 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_aid_livelihood	ngo_support_y_n livelihood_activ	Checks the logics: if aid is reported as unavailable but at the same time the main livelihood activity is receiving humanitarian aid, the formula will return CHECK. 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an explanation is provided. 3. If an enumerator follow-up is not possible, follow up with the respondent and change. 4. If neither of the follow-ups is possible, delete entries from the respective columns: ngo_support_y_n livelihood_activ (only option humanitar_assistance!) livelihood_activ/humanitar_assistance 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_protection_inc_locat ion_aiddistribution **CHECK_protection_inc_locat ion_market** **CHECK_protection_inc_locat ion_latrines** **CHECK_protection_inc_locat ion_schools** **CHECK_protection_inc_locat ion_clinics**	protection_inc_l ocation ngo_support_y_n access_market people_using_latr ines attendance available_health_ services	If humanitarian aid is reported unavailable but at the same time the main places where security incidents occurred were the places of aid distribution, If markets are unavailable but at the same time the main places where security incidents occurred were markets, If none use latrines but at the same time the main places where security incidents occurred were latrines, If no children were attending school but at the same time the main places where security incidents occurred were in schools, If clinics were unavailable but at the same time the main places where security incidents occurred were clinics, the formula will return CHECK. 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly if an

		explanation is provided.
		3. If an enumerator follow-up is not possible, follow upwith the respondent and change. 4. If neither of the follow-ups is possible, delete entriesfrom the respective columns 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_dam_shelters	dam_shelters Return_factors	If 'reconstruction of shelters' is selected under return_factors and dam_shelters = none 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly ifan explanation is provided. 3. If an enumerator follow-up is not possible, follow upwith the respondent and change. 4. If neither of the follow-ups is possible, delete entriesfrom the respective columns 5. Communicate to the enumerators to make sure the 6. question is understood and asked properly.
CHECK_hc_push_main_drought **CHECK_hc_push_main_flood** **CHECK_hc_push_main_eviction**	hc_push_main climate_shock cases_eviction	If hc_push_main='drought' and 'drought' is not selected for climate_shock If hc_push_main='flood' and 'flood' is not selected for climate_shock If hc_push_main = 'eviction' and cases_eviction = 'none' 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly ifan explanation is provided. 3. If an enumerator follow-up is not possible, follow upwith the respondent and change. 4. If neither of the follow-ups is possible, delete entriesfrom the respective columns 5. Communicate to the enumerators to make sure the 6. question is understood and asked properly.
CHECK_return_factors_security **CHECK_return_factors_economic** **CHECK_return_factors_services**	return_factors hc_pushfactor_prim	If hc_push_main = conflict and ''security'' not selected under return_factors If hc_push_main = lack of jobs and ''economic opportunities'' not selected under return_factors If hc_push_main = lack of services and 'improvement of basic services'' not selected under return_factors 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly ifan explanation is provided. 3. If an enumerator follow-up is not possible, follow upwith the respondent and change. 4. If neither of the follow-ups is possible, delete entriesfrom the respective columns 5. Communicate to the enumerators to make sure the

question is understood and asked properly.

CHECK_crop_loss_reasons_rain **CHECK_crop_loss_reasons_drought** **CHECK_crop_loss_reasons_locust** **CHECK_crop_loss_reasons_flood**	crop_loss_reasons climate_shock	If crop_loss_reasons = rain failure and 'failed rains' not selected under climate_shock If crop_loss_reasons = drought and 'drought' not selected under climate_shock If crop_loss_reasons = locust and 'locust' not selected under climate_shock If crop_loss_reasons = flooding and 'dlooding' not selected under climate_shock 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly ifan explanation is provided. 3. If an enumerator follow-up is not possible, follow upwith the respondent and change. 4. If neither of the follow-ups is possible, delete entriesfrom the respective columns 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_livestock_livelihood **CHECK_livestock_food**	livestock_owned food_source livelihood_activ	If livestock_owned = none and livestock is the main food_source If livestock_owned = none and livestock is the livelihood_activ 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly ifan explanation is provided. 3. If an enumerator follow-up is not possible, follow upwith the respondent and change. 4. If neither of the follow-ups is possible, delete entriesfrom the respective columns 5. Communicate to the enumerators to make sure the question is understood and asked properly.
CHECK_shock_impact	impact_shock_markets impact_access_markets	If impact_shock_markets = yes and impact_access_markets= none 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. Change accordingly ifan explanation is provided. 3. If an enumerator follow-up is not possible, follow upwith the respondent and change. 4. If neither of the follow-ups is possible, delete entriesfrom the respective columns 5. Communicate to the enumerators to make sure the question is understood and asked properly.

All changes to the data must be done ONLY in the Data Checking tab of the macro tool using the keyboard shortcuts. Otherwise no entries in the clean data tab will be made.

CLEANING LOG

Cleaning Log tab is part of the macro enabled cleaning spreadsheet that is created automatically once the data are populated in the cleaning tool.

It should contain the following information:

1. **Question** - reference to the specific question that is being checked.
2. **Follow-up** is the column where the FO / AO outlines the final change that is done on the entry.
3. **Enumerator code.**
4. **UUID** – unique identifier that is automatically assigned to each interview in the dataset.
5. **Community** – information on the region where the respective interview was collected.
6. **Notes** – used by the FO / AO to communicate the reasons why a particular value got flagged and to suggest solutions
7. **Old value** – flagged value.
8. **New value** – value that will be recorded in the clean data tab after the follow-up.
9. **Reason** – used to outline the reason why a certain value was flagged / changed.
10. **Name of the person who made changes –** to be removed before sharing any dataset

After you finish doing records to the cleaning log, look through it attentively. Try to read it as if you were a person that sees the data for the first time. Would you understand the rationale behind each change? Is all information included?

	Question	Follow-up	Enumerator code	uuid	Community	Notes	Old Value	New Value	Reason	Modified by?
1	assess_mode	Value changed after clarification with an enumerator	et_6	76277315-d272-4d96-a69d-a217c7b60c2d	middle_shabelle		remote	direct	survey was condcuted direct interview not remote as reported	FO
2	when_left_prev	Value changed after clarification with an enumerator	et_3	5e0e2c7b-ebc6-4b34-b3a2-15b2743d2b2f	middle_shabelle		moreonemonth	lessonemonth	clarrification from enumerator for wrong selection of the response but respondent is in lessonemonth at the site interviewed	FO
3	when_left_prev	Value changed after clarification with an enumerator	et_3	399a46da-2584-45e5-b986-2edb8f86e297	middle_shabelle		moreonemonth	lessonemonth	clarrification from enumerator for wrong selection of the response but respondent is in lessonemonth at the site interviewed	FO
4	when_left_prev	Value changed after clarification with an enumerator	et_3	1db9f04e-921d-40f7-81f9-ccfbff076245	middle_shabelle		moreonemonth	lessonemonth	clarrification from enumerator for wrong selection of the response but respondent is in lessonemonth at the site interviewed	FO
5	when_left_prev	Value changed after clarification with an enumerator	et_3	b66df9f4-3be4-4aee-8569-c4427e203b8f	middle_shabelle		moreonemonth	lessonemonth	clarrification from enumerator for wrong selection of the response but respondent is in lessonemonth at the site interviewed	FO
6	how_long_stay	Value changed after clarification with an enumerator	et_1	b06a77e5-e2be-43b6-8a4d-a3e172bfa0ba	lower_shabelle		lessthan1mo	1to3months	Clarification from enumerator after followup	FO
7	still_inhabited	Value changed after clarification with an enumerator	et_7	2fc949b9-3cbb-438d-b3ba-e980c8de4a92	hiraan		no	yes	followed up with enumerator and crosschecked response from other respondents from same settlement reporting still_inhabitants at the settlement	FO
8	_inhabited	Value changed after clarification with an enumerator	et_7	a7b3a841-3942-439f-a686-b38e8e739eeb	hiraan		no	yes	followed up with enumerator and crosschecked response from other respondents from same settlement reporting still_inhabitants at the settlement	FO

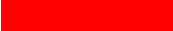User Manual | Raw Data | Data Checking | Clean Data | **Cleaning Log** | Deletions | (+)

Deletions Tab, likewise, appears automatically in the tool. It contains all entries that were deleted from the questionnaire.

Keyboard Shortcuts for Macro Enabled Tool:

Please close all other MS Office applications during the cleaning process so you can speed up the process and avoid the software crashing.

NB: To allow smooth functionality of the macro sheet, please close other office applications during data cleaning.

SHORTCUTS		
Name	**Shortcut**	**Function**
Populating	Ctrl + Shift + P	Sets up the Raw Data and Data Checking sheets so they link to the data in the Raw Data sheet. If you get more forms that you want to add later, then you can just add them at the end of the Raw Data sheet and run the Populating function again, to add these new rows to the Data Checking and Clean Data sheets.
Correcting	Ctrl + Shift + C	Changes the value of a cell and adds an entry to the cleaning log. To be used if you already know what the value of the cell should be and you do not need to first flag it and get feedback.
Deleting	Ctrl + Shift + D	Deletes the selected row in all sheets, including the Raw Data sheet. Also adds a Cleaning Log entry and copies the deleted row to Deletions.
Flagging	Ctrl + Shift + F	Flags a cell for feedback and adds a feedback entry to the cleaning log.
Toogling	Ctrl + Shift + T	Toogles back and forth between the Cleaning Log and the Data Checking sheet. If on the Cleaning Log and have selected a cell in an entry, takes you to the row and column in the Data Checking script that the entry is about. If on the Data Checking sheet, takes you back to the cleaning log.
Undoing	Ctrl + Shift + Z	Allows you to undo a change. Select the row on the cleaning log, use the shortcut to run the script and then the value will be brought back to the original one.
Expanding	Ctrl + Shift + E	Expands and collapses the current column
Adding column	Alt + I, then C	Adds a new column in a position right before the cell you currently have selected.

COLOUR CODES		
Colour	**Color Name**	**Meaning**
	Blue	Value has been edited (automatically filled when editing in Data Checking)
	Yellow	Value has been flagged for follow-up
	Orange	This is a checking column
	Red	This needs to be filled out (UUID, enumerator, community columns)

OTHER DATA CHECKS:

This section outlines data checks that are not included into the macro enabled cleaning tool and therefore require manual checking & cleaning. Manual checks will be performed on a daily basis, at the same time certain checks (e.g. checking enumerator patterns) require looking at the consolidated (weekly, monthly) datasets to allow comparison and are therefore outlined in a separate sub-section.

Daily:

#	Question	CHECK EXPLAINED	ACTION
	today	Since the datasets downloaded every dayhave entries from yesterday, check that youprocess the data that has been collected the previous day only.	**FO:** Use filtering by date before processingthe data.

#	Question	CHECK EXPLAINED	ACTION
	idp_site	Check if all IDP settlements are spelled the same way.	**AO:** Flag to FO. **FO:** Adjust the spellings of the sites.
	All "other" columns	Check if translations are done for all relevant'Other' entries.	**AO:** Flag to FO. **FO:** Translate if necessary. Reclassify the entry where possible. If an entry cannot be reclassified, leave it as 'Other'
	CHECK_settlem ent_name	Checking whether all names of the settlements are spelled correctly, due to high number of errors in the master list. See Annex 1 for detailed instructions to this check!	**AO:** Flag to FO. **FO:** 1. Sort the settlements in alphabetical order (do not forgetto expand selection, or only thiscolumn will be changed!). Go toConditional Formatting – Highlight Cell Rules – DuplicateValues and choose to highlight duplicate values. 2. After that scroll down checking ifthe names of settlements that areshown as unique within the samedistricts are actually misspelled names of the same settlements: e.g. Afgoye and Afgooye. These similarly spelled settlements will have different p-codes. 3. If two settlements have very similar spelling, cross-check withthe GIS unit to verify whether thesettlements are the same. 4. If you confirm that the two settlements are the same but have different p-codes, make sure you put them under the same p-code (you can pick the one from either of the identified settlements – the most importantduring analysis is to have it the same).

	Other settlements	Check if the respective settlements can befound in the master list (e.g. a settlement was put as "other" because of different spelling: Basra / Basro).	**AO:** Flag to FO. **FO:** Correct the spelling where relevant andadd to the list. Leave as 'Other' if no matches found.
	deviceid enum_code	Check if the device IDs and the enumeratorcodes are consistent. Different device IDmayindicate that the enumerator chose a wrongenumerator code.	**AO:** Flag to FO. **FO:** Flag if inconsistent and change after double-checking with the enumerator.Inform the enumerator teams they shouldnotify the FOs If they are planning to useanother device. Emphasize that using the same device throughout the whole assessment is strongly advisable.
	market_settlement	Check persons reporting long walking times to avoid the errors when a person reports	**AO:** Flag to FO. **FO:**

	distance_to_market market_district	that it takes him/her half a day to reach theplace while it is the same settlement / a neighboring village. Also if long distances are reported within the same settlement.	1. Flag the cell and follow-up with the enumerator. 2. If a follow up is not possible, delete the entry from distance_to_market.
	settlement_clinic distance_clinic settlement_clinic	Check persons reporting long walking time to avoid the errors when a person reports thatit takes him/her half a day to reach the placewhile it is the same settlement / a neighboring village. Also if long distances are reported within the same settlement.	**AO:** Flag to FO. **FO:** 1. Flag the cell and follow-up with the enumerator. 2. If a follow up is not possible, delete the entry from distance_clinic.
	barriers_health distance_clinic	Check if for the settlements that report under30 minutes of walking to clinic 'distance' wasselected as a barrier for accessing health services.	**AO:** Flag to FO. **FO:** 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. 3. If an enumerator follow-up is not possible, follow up with the respondent and change accordingly. 4. If neither of the follow-ups is possible, delete entries from the respective columns: **barriers_health (<u>only</u> related to distance)** **barriers_health/distancedistance_clinic** 5. Communicate to the enumeratorsto make sure the question is understood and asked properly

	protection_incidents dam_shelters_reason	If "none" is reported to protection incidents question but at the same time the main cause of shelters destructed in the last month was conflict_looting, it is a logical error.	**AO:** Flag to FO. **FO:** 1. Flag the entry. 2. Follow up with the enumerator on whether there is an explanation to this contradiction. 3. If an enumerator follow-up is not possible, follow up with the respondent and change accordingly. 4. If neither of the follow-ups is possible, delete entries from the respective columns: **protection_incidents** **protection_incidents/none** **dam_shelters_reason** 5. Communicate to the enumerators to make sure the question is understood and asked properly
	uuid	Check for duplications and delete lines with the same UUID.	**AO/FO:** delete entry.

Weekly /:

These checks are done in the consolidated datasets. It is important to do weekly checks, as they allow to figure out data quality issues at an earlier stage.

#	Question	CHECK EXPLAINED	ACTION
		Weekly : Check enumerator patterns. Filter the consolidated dataset by enumerator and use horizontal checks to see if any of the enumerators tend to select the same answers all the time.	**AO:** Flag to FO. **FO:** Flag the cell and follow-up with the enumerator.
		Weekly: Check if there are enumerators consistently doing fewer interviews than the others.	**AO:** Flag to FO. **FO:** Follow-up with the enumerator.

Data sharing and validation

For the Hard-to-reach Assessment, the following documentation always needs to be shared alongside any dataset submitted for HQ review & validation:

1. Raw dataset
2. Clean dataset
3. A macro-enabled cleaning tool that includes the following tabs
   - Data checking
   - Cleaning log
   - Deletions
6. KOBO questionnaire. For all assessments using KOBO/ ODK for data collection, the "audit logging meta question type" should be included during tool design; when possible, data from this should be used to monitor enumerators' behavior.
7. Data deletion report
8. Sampling verification