

Research Terms of Reference

Rapid Assessments

Assessment of hard to reach areas, South Sudan

Research Cycle ID: 1701b

January 2018

REACH Informing
more effective
humanitarian action

1. Summary

Country of intervention	South Sudan					
Type of Emergency		Natural disaster	x	Conflict		Emergency
Type of Crisis	x	Sudden onset		Slow onset	x	Protracted
Mandating Body/ Agency	OCHA, Inter-Cluster Working Group (ICWG), Food Security Analysis Working Group					
Project Code	32DAF					
REACH Pillar	X	Planning in Emergencies	X	Displacement		Building Community Resilience
Research Timeframe	November 2017 - 2018					
General Objective	To identify and conduct rapid assessments in locations in South Sudan with potentially high risk of deteriorating humanitarian conditions. The information gathered will be passed along to humanitarian actors to inform the scale and scope of critical humanitarian needs in remote locations and to ensure evidence prioritisation of at risk locations. The rapid assessment team will be deployed to remote locations in the event of a sudden emergency or a critical information gap is identified by the ICWG or critical cluster partners (FSL & WASH). The rapid assessment team will conduct multi-sector or sector-specific assessments on a monthly basis, which will assist humanitarian actors in making a more informed decision about the scale, scope and location of critical humanitarian needs to ensure evidence-based prioritization of emergency humanitarian response for the most vulnerable populations.					
Specific Objective(s)	<ol style="list-style-type: none">1. To identify locations with key information gaps using a combination of REACH Area of Knowledge (AoK) data and secondary reports from key strategic partners.2. To provide a site-specific brief, detailing displacement and humanitarian trends from an area signalling high levels of multisectoral humanitarian needs.3. To provide site-specific information to strategic humanitarian actors, to ensure the prioritisation of areas in high-need.					
Research Questions	<ul style="list-style-type: none">• What is the current level of food insecurity (availability, access, utilization and stability), access to livelihoods, and key drivers affecting food security and livelihoods for the target area?• What is the current level of access to clean water, sanitation, and hygiene (WASH) services, to what degree are they utilized, and has there been water-borne related disease outbreaks that have affected the target area?• To what degree does the target area have access to non-food items (plastic sheeting, cooking material, jerry cans) and adequate shelter?					

	<ul style="list-style-type: none"> Has there been recent displacement to or from the area, if yes, what are the primary factors affecting displacement (push, pull factors and external shocks), where were HHs displaced too, and how has this affected both internally displaced persons (IDPs) and the host community? 				
Research Type		Quantitative		Qualitative	X Mixed methods
Geographic Coverage	<ul style="list-style-type: none"> Bahr el Ghazal region (Northern and Western Bahr el Ghazal states) Equatoria region (Eastern, Central and Western Equatoria states) Greater Upper Niles region (Jonglei, Unity and Upper Nile states) Warrap and Lake states 				
Target Population(s)	South Sudanese				
Data Sources	<p>Secondary Data:</p> <ul style="list-style-type: none"> REACH AoK data OCHA, IOM, WFP humanitarian needs overviews WFP/FAO Monthly price monitoring IPC updates and reports Online media sources (Sudan Tribune, Radio Tamazuj) <p>Primary Data:</p> <ul style="list-style-type: none"> Multi-sector quantitative surveys Participatory displacement mapping Participatory trade route mapping Multi-sector focus group discussions (FGDs) Market/Traders interviews Direct observation MUAC screenings 				
Expected Outputs	<ul style="list-style-type: none"> Site-specific briefs, including mapping of general displacement and humanitarian needs Cleaned dataset 				
Key Resources	<ul style="list-style-type: none"> Critical secondary resources are archived in the following locations: <ul style="list-style-type: none"> Dropbox: All project documents, final deliverables, raw and cleaned data, secondary data archived in "Rapid_Assessment_General" dropbox folder with subfolders for each rapid assessment 				
Humanitarian Milestones	Milestone		Timeframe		
	x	OCHA HNO & HRP	REACH will ensure our data informs the mid-year humanitarian needs overview and humanitarian response review		
	x	Inter-Cluster Working Group	REACH has a weekly presence in meetings and monthly presentations to share analysis		
	x	Donor Working Group	Ad hoc presentations, as requested by specific donors or cluster, to present REACH findings on the strategic topic		
	x	IPC Updates	REACH through participation in IPC technical working group and needs assessment working group will provide timely updates and assistance in the analysis to identify potential "famine" areas.		

	x	NGO Coordination forum	REACH will seek to present findings on a monthly basis to ensure conclusions feed into more operational decisions
	x	WASH Cluster	REACH has a presence in WASH cluster meetings and will be able to provide WASH-related findings to humanitarian actors
	X	FSL Cluster	REACH has a presence in FSL cluster meetings and will be able to provide FSL-related findings to humanitarian actors
Audience			
	Audience type		Specific actors
		Operational	
	x	Programmatic	NGO forum, heads of INGO agencies, Clusters (FSL, WASH, protection, education, health), WFP Rapid Response Missions (RRM)
	x	Strategic	ICWG, HCT, donor working group
		Other	
Access	x	Public – site-specific briefing, general trends map (if relevant), cleaned dataset	
	x	Restricted – detailed map	
		Other (please specify)	
Visibility	All product should be REACH branded, with visible USAID and SDC logos included, where other partners support or fund data collection, their logos should be added or reference provided in each document.		
Dissemination	Key activities: <ul style="list-style-type: none">- Dissemination emails with bit links- ICWG presentations at national level- Presentations to WASH, FSL, Protection, Nutrition clusters as relevant- Discussions in the needs assessment working group (to be set up)		
Monitoring and Evaluation	Key activities: <ul style="list-style-type: none">- Tracking downloads + bit link clicks of REACH products from monthly dissemination email- Monitoring use of REACH data- Tracking REACH presentations- Tracking REACH feedback (informal and formal)- Tracking REACH references		

2. Background & Rationale

The dynamic and multi-faceted nature of the South Sudanese displacement crisis has created significant challenges for humanitarian information management. As a result of the continued insecurity and overall unpredictability of a sudden onset of humanitarian needs, it is becoming increasingly important to quickly identify and fill information gaps relating to potential areas of severe humanitarian distress in a systematic and timely manner to promote more effective humanitarian response and planning for immediate life-saving activities.

Due to the swiftly evolving crises across South Sudan, in addition to its static presence in multiple field locations, REACH has been regularly conducting rapid needs assessment missions. REACH has successfully taken part in multiple missions with various partners including WFP, FAO, and OCHA. The information gathered has positively fed into strategic decisions

by the ICWG, IPC and donors. However, despite continued efforts by humanitarian actors in South Sudan, there are still multiple locations across South Sudan that are in need of humanitarian assistance. Yet, there are critical information gaps relating to the scale and severity of the situation, even within AoK data. As a result, there is a need for dedicated REACH team to support decision making on the response, prioritization and modalities. The REACH rapid assessment team is structured to work with the ICWG to quickly gather and primary analysis data to support decision making on response prioritization and modalities.

3. Research Objectives

The overall objective is to have a REACH rapid assessment team ready to be deployed to remote locations in the event of a sudden emergency or a critical information gap is identified by the ICWG or key cluster partners (FSL & WASH). The team will conduct multi-sector or sector-specific assessments, which assists humanitarian actors in making a more informed decision about the scale, scope and location of the humanitarian response.

Specific objectives

1. To work with strategic cluster partners to identify locations with critical information gaps.
2. To provide site-specific briefs based on ground level needs assessments of high priority locations for strategic partners detailing displacement trends, verifying the location and estimation of the most vulnerable populations, and general humanitarian needs of the target location.

4. Research Questions

1. What is the current level of food insecurity (availability, access, utilization and stability), access to livelihoods, and critical drivers affecting food security and livelihoods for the target area?
2. What is the current level of access to clean water, sanitation, and hygiene (WASH) services, to what degree are they utilized, and has there been water-borne related disease outbreaks that have affected the target area?
3. To what degree does the target area have access to non-food items (plastic sheeting, cooking material, jerry cans) and adequate shelter?
4. Has there been recent displacement to or from the area, if yes what are the primary factors affecting displacement (push, pull factors and external shocks), and how has this affected both internally displaced persons (IDPs) and the host community?

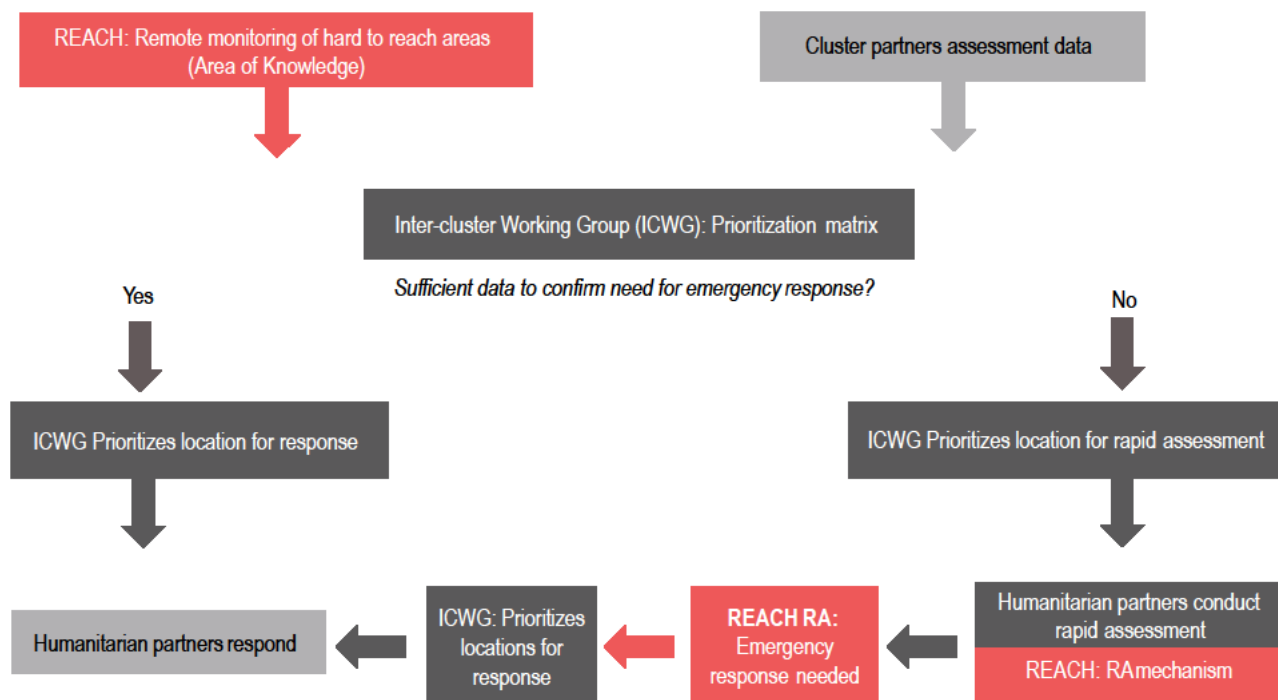
5. Methodology

Overview

The rapid assessment team will work on a monthly cycle; from the time a location is identified till a brief is disseminated to partners. A rapid assessment is triggered by REACH AoK data, a request from the ICWG, or an invitation from a key stakeholder. Each assessment will go through a standard set of procedures:

1. Stakeholder engagement to determine highest priority location, typically through ICWG prioritisation.
2. Preparation, including tool and sampling selection, pre-departure research, and establishing contact with actors on the ground.
3. 7 to 10 days on the ground gathering qualitative and/or quantitative data
4. Detailed two to three page brief outlying vital findings and humanitarian trends based on initial pre-departure information gaps and relevant data gathered.
5. Dissemination of information to key strategic partners at ICWG/cluster meetings

Site selection criteria






Sampling

The rationale underpinning the sampling methodology rests on two key parameters:

- 1) Do the research questions require either quantitative or qualitative research methods. If qualitative methods only are required, purposive sampling will be adopted.
- 2) Level of humanitarian access to a geographic area
- 3) Level of access to the population of interest within a geographic area, which is driven by to what extent the displacement context is –
 - a. Dynamic (high levels of population movement) or
 - b. Stable (low levels of population movement)

Appropriate data collection methods will depend on both access and population movements, with sampling becoming purposive and, ultimately, remote, as access decreases, and probability sampling generally reserved for static and accessible populations. Where sufficient access is unavailable for a given geographic area, remote data collection methodologies can be employed to ensure that information can be collected on a population of concern to meet the identified research questions. The reduced reliability of data collected remotely is always clearly indicated to facilitate appropriate usage and interpretation of the data analyzed and reported upon. The process of decision-making when selecting a sampling methodology is outlined in Table 1 below.

Table 1 Sampling by levels of access

			LEVEL OF DATA COLLECTION ACCESS		
			No Access	Restricted Access	Access
CONTEXT AND SAMPLING	Research Question: Requires qualitative research		Remote Key informant interviews Remote participatory mapping Focus group discussions		
	Dynamic (high population movement)	Purposive	Remote key informant interviews Remote participatory mapping Focus group discussions	Direct key informant interviews Participatory mapping Focus group discussions	Direct key informant interviews Participatory mapping Focus group discussions Direct household interviews
		Probability			
	Stable (low population movement)	Purposive	Remote key informant interviews Remote participatory mapping Focus group discussions	Direct key informant interviews Participatory mapping Focus group discussions	Direct key informant interviews Participatory mapping Focus group discussions
		Probability			Direct household interviews
	Highest possible data reliability				

Depending on the research questions and population of interest the table above will be used to determine the sampling approach required.

In the event that random sampling the methodology will be based on random numbers generated by a phone application:

- The application will generate two random numbers ranging from 1-10.
- The first number determines the direction of travel, an odd number means the enumerator will walk to the left and an even number means right.
- The second number will determine the number of houses to be skipped before the next interview¹. This will allow for the optimum amount of data to be quickly collected and triangulated while ensuring that it is as representative as possible of the target population.

¹ For example, if the two numbers generated is 2 and 7, the enumerator walk to the right and skip 7 houses before attempting to get another interview.

- 150 randomly sampled surveys will need to be conducted to achieve a 95% confidence level with 8% +/- margin of error

In the event that purposive sampling the methodology will be based on freedom of movement in the target locations:

- A list of proposed geographic locations within the target locations, likely at the boma level, will be developed. KIs on the ground and the RA team will go through the list to decide which areas are accessible.
- In the event that only a portion of the target area is accessible, the team will do direct interviews with HHs in the area, following the randomly sampled methodology, however, for areas with little to no accessibility information collection will follow the AoK approach, with interviews conducted with people familiar with the location.
- The RA team will conduct a minimum of 60 surveys but due to the methodology will not be able to provide any form of confidence level nor say it is representative of the whole target area.

Table 2 Sampling Criteria

	Low to moderate freedom of movement	High freedom of movement
Inaccessible location	AoK settlement level	AoK settlement level
Accessible location	Purposive sample HH level	Random sample HH level

Scenario A: Accessible location with high freedom of movement

Core or optional	Name of tool to be deployed	Quantitative or Qualitative ²
Core	Randomly sampled Multi-sectoral HH survey, 150 randomly sampled quantitative surveys to provide 95% confidence level with 8% margin of error.	Quantitative
	Key informant interviews with community leaders based on the theme of the RA (i.e. FSL focused on specific areas reportedly with high levels of food insecurity).	Qualitative

² Quantitative means structured survey questionnaire (closed questions) while qualitative means semi-structured questionnaire (largely open questions) such as KIIs and FGDs.

	Multi-sectoral focus group discussions with community members	Qualitative
	Direct observation of infrastructure and services (i.e. schools, health clinics, boreholes and markets)	Qualitative
Optional	Market/price survey	Quantitative
	MUAC screenings	Quantitative
	KII with traders about trade routes, challenges and commodity	Qualitative

Scenario B: Accessible location with low to moderate freedom of movement

Core or optional	Name of tool to be deployed	Quantitative or Qualitative
Core	Purposive multi-sectoral HH survey. 65 quantitative surveys.	Quantitative
	Key informant interviews with community leaders based on the theme of the RA (i.e. FSL focused on specific areas reportedly with high levels of food insecurity).	Qualitative
	Multi-sectoral focus group discussions with community members	Qualitative

	Direct observation of infrastructure and services (i.e. schools, health clinics, boreholes and markets)	Qualitative
Optional	Market/price survey	Quantitative
	MUAC screenings	Quantitative
	KII with traders about trade routes, challenges and commodity	Qualitative

Scenario C: Non-accessible location with low to moderate freedom of movement

Core or optional	Name of tool to be deployed	Quantitative or Qualitative
Core	Multi-sectoral AoK settlement level	Quantitative
	Multi-sectoral interviews with KIs recently displaced from the target area	Qualitative
	Multi-sectoral FGDs with community members recently displaced from the target area.	Qualitative

5.5. Data Analysis Plan

RAs will follow the new ad-hoc research methodology that has been adopted in South Sudan. Each RA will include a methodological note with a unique analysis plan.

The below outlines the two data processing approaches anticipated during this research cycle:

- 1) Qualitative → All transcripts will be written up and stored in a clearly labelled folder or server (once available). Saturation tracking table utilized to ensure enough focus group discussions or key informant interviews conducted and saved in Dropbox or server. Thematic analysis will be used to code and analyse FGD and KII transcripts from semi-structured data collection.
- 2) Quantitative → All datasets will be cleaned, and the raw and cleaned dataset, along with the data cleaning log, will be saved and stored in a clearly labelled folder. The analysis will be conducted using SPSS or excel, depending on if weighting is needed in the analysis.

The below is a brief example of an FGD analysis plan from a recent RA focused on the linkage between changes in livelihoods and its effects on cattle migration and raiding in Pibor County (Note this does not include the full analysis plan).

FGD Analysis Plan

Research questions	Data collection method	Indicator / Variable	Questionnaire Question	Questionnaire Responses	Data collection level
What are the main towns, infrastructure locations, and cattle camp locations in Pibor county?	FGD – participatory mapping	Main locations where people live and where cattle camps are located	Note the following locations in the area: <ul style="list-style-type: none"> • Main Towns • Main Markets, Ports, and bridges • Official borders with other states Dry and wet season cattle camps (which are the vast camps and which are the small camps in each season?)	Mapping of locations and routes by season The open discussion which shall be recorded by AO	Community level (indicative, not a representative indicator)
What are the main towns, infrastructure locations, and cattle camp locations in Pibor county? What are the cattle migration routes in the Pibor area?	FGD – participatory mapping	Change in the location and size of camps over time	Which camps were used in the past? Has the location of the camps changed over time? Why? Have camps changed in size over time?	Mapping of locations and route The open discussion which shall be recorded by AO	Community level (indicative, not a representative indicator)
	FGD – participatory mapping	Cattle migration routes	Which cattle migration routes were used last year during the wet and dry season? Are these routes the same or different from previous years? Where do they expect to move their cattle this year? Have many small cattle camps been combined into a large cattle camp?	Mapping of locations and route The open discussion which shall be recorded by AO	Community level (indicative, not a representative indicator)

The demographic breakdown of who participates in cattle movements	FGD – participatory mapping	Demographics and Movement Dynamics	<p>Who (age, gender) moves with the herds? Has this changed over time?</p> <p>How often do people move between population centres to cattle camps?</p> <p>Who moves to and from cattle camps?</p> <p>Has the type and number of people moving to and from cattle camps changed over time?</p> <p>How long do they typically stay in cattle camps?</p> <p>In cattle camps, how do people access services? What services are available?</p>	<p>Indicative breakdown of main age and gender groups</p> <p>Indicative breakdown of main age and gender groups</p> <p>Indicative breakdown of main age and gender groups</p> <p>Indicative changes over time.</p> <p>Indicative estimation of time</p> <p>Indicative estimation of what type (WASH, Health, etc.) and quality of services are available.</p>	Indicative breakdown by age and gender and demographic group.
What are the primary livelihoods for HHs in Pibor, and have these changed over the years?	FGD - Changes in Food Security and Livelihoods	Food availability, access, utilization and stability	<p>During normal times what are the primary livelihoods that most households in Pibor use to obtain food and income?</p> <ul style="list-style-type: none"> - Where do most of their primary food sources come from (livestock herding, farming, foraging for food in the bush, etc.) - Has access to traditional livelihoods changed over the previous years (worsened, improved, no change)? 	An indicative estimate of the level of food security and drivers in changes in food security in recent years	Community level (not representative of the county as a whole)

			<p>○</p> <p>How is a household's wealth determined (number of wives, number of livestock, number of businesses, etc)?</p> <ul style="list-style-type: none"> - What do they use their wealth/income for? - How do they obtain wealth when they need more (ex. When they want to marry): 		
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6. Product Typology

Table 3 Type and number of products required

Type of Product	Number of Product(s)	Additional information
Profile	1	The 3-page profile is highlighting strategic findings from the assessment; exact content will be dependent on results and relevant information. Disseminated to strategic partners within a week of returning from the field.
Presentation	1	Presentation of key findings at the ICWG or relevant cluster meeting

7. Management arrangements and work plan

7.1. Roles and Responsibilities, Organogram

The REACH assessment team will be made up of one rapid assessment officer (RAO), a field coordinator (FC) and three locally-hired enumerators, if needed. The RAO will ensure that protocols are followed, the right tool package is selected, manage relationships with local authorities and partners on the ground, and be responsible for product outputs. The FC will supervise the enumerators, assist the RAO with FGDs and negotiation with local authorities. Preferably, if there are local partners on the ground, we can utilise their network of enumerators, if not, the enumerators will be residents who will likely be selected by local authorities. The RAO and FC will be responsible for training enumerators on the tool.

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Develop tools and methodology	Rapid Assessment Officer	Country Coordinator	GIS Officer, FSL Officer, WASH Officer, Senior AOs, Headquarters in Geneva and AOs with area-specific knowledge	ICWG

<i>Triggering Rapid assessment</i>	Country Coordinator/Senior Assessment Officer	Rapid Assessment Officer	ICWG, FSL, WASH clusters	ICWG
<i>Rapid Assessment Logistics (i.e. accommodation, choosing tool package)</i>	Rapid Assessment Officer	None	Senior GIS Officer	None
<i>Supervising enumerators in the field</i>	Rapid Assessment Field Coordinator	Rapid Assessment Officer	None	None
<i>Processing raw data (i.e. data cleaning, consolidating maps)</i>	Rapid Assessment Field Coordinator	Rapid Assessment Field Coordinator	Rapid Assessment Officer, and headquarters in Geneva for data cleaning, review and validation	None
<i>Product outputs (3-page brief, map, and presentations)</i>	Rapid Assessment Officer	Senior AOs	Area-specific AOs, and headquarters for output validation and review	ICWG

Responsible: the person(s) who execute the task

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

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

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

7.2. Resources: HR, Logistic

Each rapid assessment will be supported by REACH, ACTED, and when relevant the ICWG, WFP, and cluster partners. The RAO will be the primary focal point for organizing, designing, and implementing the REACH rapid assessments. If REACH is invited to join another assessment (i.e. WFP RRM or access mission), the RAO will provide support where needed, but will still be responsible for REACH tool selection, booking flights, purchase supplies, and pay for casual labour. Unless ICWG agrees to a designated helicopter, the RAO will book a UNHAS flight through ACTED for the nearest UNHAS cleared landing zone. The RAO will also be responsible for connecting to partners on the ground to find accommodation and initial information regarding the location. The majority of the time the RA team will be camping and supplies have already been purchased and set aside. Additional supplies such as food, tea, and cooking supplies will be the responsibility of the RAO. Once on the ground, the RAO will work with local authorities to hire casual labour staff, including a cook and enumerators, for the duration of the mission. The RAO will also ensure that rapid assessment protocols are followed including, supervising data collection and security check-ins.

7.3. Work plan

The rapid assessment team will work on a 30-day cycle, with deliverables ready to be disseminated to key stakeholders within 30 days after a rapid assessment is triggered. The sequence is broken into three main phases, pre-field, in-field, post-field. A detailed chart outlining activities and estimated dates of completion is in the annexe.

Table 4 Key phases, activities, outcomes and duration for rapid assessments

Phase	Key activities	Expected Outcomes	Estimated duration
RA Trigger	In collaboration with CC, SMT, RAO and IWCG, AoK data and secondary data is analysed for key information gaps within a particular location. (i.e. Unexpectedly high proxy GAM rates in a location, but no clear narrative of the driving causes)	RA location identified	1 day
Pre-field	RAO and FC contact partners on the ground, tool package selected, security analysis signed, team briefed on critical objectives and expected outcomes	Tool selection, work plan, sampling strategy, accommodation sorted, and proper documents prepared.	3 days
In-Field	Negotiation with local authorities, hiring/training enumerators, data collection, direct observation, market survey	See sampling section for details of expected data outcomes based on accessibility and freedom of movement.	10 days
Write up	Processing raw data, drafting the 3-page brief, presentation to ICWG/ critical stakeholders, product validations. Dependent on location, the In-field and write up phase may overlap.	3-page location brief, with relevant maps, presentation	5 days
In-country Review	Review and revisions by RAO, SAOs and County Coordinator	In-country approved brief to be sent to GVA	4 days
GVA Review	Review and revisions by GVA review team and RAOs	Validated REACH product for public dissemination	4 days

8. Risks & Assumptions

Table 3: List of risks and mitigating action

Risk	Mitigation Measure
Unexpected restriction to access the area or limited freedom of movement	Developing a wide range of available tools and methodologies for varying levels of access and movement.
Insecurity	Pre-departure briefing with security focal points, check-ins twice a day (morning and evening), check-ins before any movement and upon arrival
Contradicting information	Multiple sources of information, designed to triangulate information

9. Monitoring & Evaluation Plan

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

	individuals accessing IMPACT services/products	# of page clicks on RA product from REACH global newsletter	Country request to HQ		Yes
		# of page clicks on RA product from country newsletter, sendingBlue, bit.ly	Country team		Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Referenc log	<i>ICWG, 2018 mid-year South Sudan HPC. IPC updates, FSL/WASH Cluster updates Assist VSF, Oxfam, ICRC, ACTED, Save the Children with prioritising operational areas.</i>
		# references in single agency documents			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery	Perceived relevance of IMPACT country-programs	Country team	Usage_Feed back and Usage_Survey template	<i>Conversation and survey monkey with key stakeholders on how they use REACH RA products, what they find useful and how to improve</i> <i>Usage survey to be conducted at the end of every 10 product cycle, targeting at least 5 partners</i>
		Perceived usefulness and influence of IMPACT outputs			
	Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	Yes
		# of organisations/clusters inputting in research design and joint analysis			Yes
		# of organisations/clusters attending briefings on findings;			Yes

10. Documentation Plan

- Participatory maps (internal)

- Consolidated maps
- FGD write-ups
- Consolidated FGD notes
- Quantitative and qualitative tools used
- Rapid Assessment Briefs
- Security Clearances
- Agreements between ICWG and REACH

11. Annexes

1. Detailed work plan
2. Data Management Plan
3. Questionnaire(s) / Tool(s) (To be included once finalized)
4. Dissemination Matrix (TBD)
5. M&E Matrix (TBD)

Annexe 2 : Data management plan

Checklist Section	Questions to consider and guidance
Administrative Data	
Project Name	Rapid Assessment
Project Code	32DAF
Donor	OFDA
Project partners	ICWG, FSL Cluster, WASH Cluster
Project Description	To have a REACH rapid assessment team ready to be deployed to remote locations in the event of a sudden emergency or a critical information gap is identified by the ICWG or key cluster partners (FSL & WASH). The rapid assessment team will conduct multi-sector or sector-specific assessments on a monthly basis, which will assist humanitarian actors in making a more informed decision about the scale, scope and location of critical humanitarian needs to ensure evidence-based prioritization of emergency humanitarian response for the most vulnerable populations
Project Data Contacts	Matthew Day Email: Mathew.day@reach-initiative.org Cell: +211 959 100 320 Skype: Mattday30
DMP Version	Date and version of the DMP
Related Policies	The REACH RA project based on lessons learned from previous REACH RAs and other RAs REACH has participated on. The concept of a dedicated REACH RA team is meant to formalize a mechanism that has been used ever since REACH first started operating in South Sudan. All data storage and management will follow current REACH SSD data management policy, including a formal dropbox folder structure for each assessment. The folder will include all data, mission documents, and related files.
Data Collection	

What data will you collect or create?	Dependent on the RA data will be qualitative, quantitative or a mixture of both will be collected. The RAO will bring a laptop with him to record notes during FGDs, hard copies of maps that will be used and when needed use Kobo software to collect quantitative data. Each evening the RAO and FC will write brief reflections on the day and key take away. All hard data will be converted into softcopies which will be accessible via Dropbox. Maps and FGDs will also be converted into digital form. Based on previous RA's this is the best practice to ensure that data can be accessed by all actors involved.
How will the data be collected or created?	<p>Due to the nature of RA, the type and volume of data collected will depend on a variety of factors, mainly the accessibility of the location and freedom of movement. See the sampling section for a formal description. In short:</p> <ul style="list-style-type: none"> • Scenario A: Accessible and Freedom of movement <ul style="list-style-type: none"> ○ Randomly sampled multi-sectoral survey ○ FGD with community members ○ Relevant KIIs with key stakeholder (I.e. FSL, WASH) ○ Market surveys • Scenario B: <ul style="list-style-type: none"> ○ Purposive multi-sector survey ○ FGD with community members ○ Relevant KIIs with key stakeholder (I.e. FSL, WASH) ○ Market surveys • Scenario C: <ul style="list-style-type: none"> ○ AoK quantitative survey ○ FGD with community members recently displaced from the target location ○ Relevant KIIs (FSL, WASH) with key stakeholders familiar with the target location
Documentation and Metadata	
What documentation and metadata will accompany the data?	<p>Data documentation will follow standard REACH SSD standards including:</p> <ul style="list-style-type: none"> • Automatic ID for each survey collected via Kobo software • Names, age, the gender of FGD participants and KIIs • Date and times of all FGDs and KIIs • Data cleaning logs for all quantitative data • All documents will be stored in Dropbox and Evernote • All data analysis will be documented by steps, including an R script to accompany each product.
Ethics and Legal Compliance	
How will you manage any ethical issues?	The beginning of every data collection is an explicate statement asking for consent and explain the usage of the data is only for audit purposes (i.e. prove we have x number of participants in a group). Participants are reminded that their privacy comes first and if they wish to participate but not provide detailed information about their name that is acceptable. We never share the names of participants with outside organizations. Also data collection can stop at any time should the RAO or participants feel uncomfortable.
Note: Informed consent, anonymization, striking records, aggregation...	
How will you manage	REACH owns the data, but all cleaned datasets are made publically available

copyright and Intellectual Property Rights (IPR) issues?	along with all reports.
Note: Suggested open data license on HDX...	
Storage and Backup	
How will the data be stored and backed up during the research?	Data will be stored on RAO's computer, plus uploaded to Evernote and SSD REACH Dropbox on a regular basis. All quantitative data will also be stored on ODK server.
Note: Country-level storage, global cloud with Geneva backup	
REACH file folder structure	
ODK server	
How will you manage access and security?	All data collected will be stored on a computer with a secure password. Hard copies of notes and maps will be stored in a locked room. Also data collected in the field will be kept in the RAO's room with lock and key, and uploaded to appropriate secure servers as soon as possible.
Note: Password protection, limited access, collaborator access (ONA), KOBO security features/encryption	
Selection and Preservation	
Which data should be retained, shared, and/or preserved?	Data will be stored on secure REACH Dropbox server. Raw datasets will be persevered for future review but will not be made public.
Note: What to do with raw data set with sensitive fields?	
What is the long-term preservation plan for the dataset?	Data will be kept for long term analysis. Data may be achieved after an extended period, but it is essential that previous data is available for long term studies that may be carried out in the future.
Data Sharing	
How will you share the data?	Data will be shared on the resource centre and with all relevant partners, including the ICWG, FSL Cluster, WASH cluster and partners on the ground who helped with the survey. There will also be a link to the final product in month dissemination emails.
Note: If able to share (decision rests with the owner) REACH will share on the RC and HDX, the owner must specify license type	
Are any restrictions on data sharing required?	Insensitive data will be publicly available. However, data involving people's person identity, high detailed maps of displacement routes, cattle migration, cattle camps, armed actors, etc will not be shared.
Note: Ultimately the decision of the data owner	
Responsibilities	
Who will be responsible for data	The RAO is responsible for all activates related to data management, storage,

management?

analysis and dissemination. The FC will be responsible for data cleaning and retain cleaning logs.

Adapted from:

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