

# Research Terms of Reference

## Regional Migration, Displacement and Return Intentions

Uganda, South Sudan, Kenya

14 September 2017

Version 2

**REACH** Informing  
more effective  
humanitarian action

### 1. Summary

<b>Country of intervention</b>	Uganda, South Sudan, Kenya				
<b>Type of Emergency</b>	Natural disaster	x	Conflict		Emergency
<b>Type of Crisis</b>	Sudden onset		Slow onset	x	Protracted
<b>Mandating Body/ Agency</b>	ICWG South Sudan				
<b>Project Code</b>	32SDC				
<b>REACH Pillar</b>	Planning Emergencies	in	x	Displacement	Building Community Resilience
<b>Research Timeframe</b>	September 2017 – May 2018				
<b>General Objective</b>	To provide an understanding of regional migration, displacement and return of South Sudanese into other countries, and their intentions for return, relocate or settle in place, in order to enable humanitarian actors in all locations to make a more informed decision about the scale, scope, and location of response.				
<b>Specific Objective(s)</b>	<ol style="list-style-type: none"> <li>1. Create an understanding of cross-border movement dynamics and the potential triggers, timing and scale of South Sudanese migrant returns</li> <li>2. Identify current geographical distribution of migrants (refugees, self-settled aliens and returnees) that intend to return, relocate or settle in place</li> <li>3. Identify needs and risks/vulnerabilities that may influence movement intentions or be exacerbated by choices to return, relocate or settle in place</li> <li>4. Identify migrant's access to information on other areas, which may influence their decision to move to other locations</li> </ol>				
<b>Research Questions</b>	<ol style="list-style-type: none"> <li>1. What are migrant's current locations, type of settlement (formal camps, informal camps and host communities) and demographics (composition and size of household)?</li> <li>2. What are migrant's areas of origin, previous displacement history and previous push/pull factors.</li> <li>3. What are migrants movement intentions (if any) and are potential future push/pull factors?</li> <li>4. What are the vulnerabilities and coping mechanisms of migrants in current location?</li> <li>5. What information do migrants have on previous and future locations (including security and access to services) and how do they obtain it?</li> <li>6. Based on desire to return, relocate or settle in their places of displacement, what support will migrants need in order to find adequate shelter, access critical services and resume their productive lives and livelihoods?</li> </ol>				
<b>Research Type</b>	Quantitative		Qualitative	X	Mixed methods
<b>Geographic Coverage</b>	Northern Uganda, Greater Equatoria region of South Sudan, Kalobeyei settlement in				

	Turkana County, Kenya, and, as available, other migrant hosting regions surrounding South Sudan		
<b>Target Population(s)</b>	Migrants living in a variety of settings in and around Greater Equatoria (primarily outside of formal IDP camps in South Sudan; primarily in host communities and informal camps in Uganda; primarily in formal refugee camps in Kenya)		
<b>Data Sources</b>	<p><b>Secondary Data:</b> Existing intentions assessments conducted by IOM and UNHCR, existing REACH AoK and Port Monitoring data streams, SKBN-MU</p> <p><b>Primary Data:</b> A mixed-methods approach including key informant interviews and focus group discussions with migrant communities, and eventually port monitoring and potentially household surveys in Northern Uganda.</p>		
<b>Expected Outputs</b>	1 Quarterly Migration, Displacement and Return Intention Overview, 1 intention map per population, 1 presentation of findings (in Juba), ad hoc site profiles for field visits in South Sudan, internal updates to the REACH SSD Equatorias team		
<b>Key Resources</b>			
<b>Humanitarian milestones</b>	<b>Milestone</b>	<b>Timeframe</b>	
		Cluster plan/strategy	
		Inter-cluster plan/strategy	
		Donor plan/strategy	
	X	NGO plan/strategy	
	Other		
<b>Audience</b>	<b>Audience type</b>	<b>Specific actors</b>	
	X	Operational	OCHA, UNDP, ICWG, NGOs working in formal and informal settlements, local government
	X	Programmatic	OCHA, UNDP, ICWG, NGOs working in formal and informal settlements, local government
		Strategic	
		Other	
<b>Access</b>	X	Public (available on REACH resource centre and other humanitarian platforms)	
		Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)	
		Other	
<b>Visibility</b>	REACH		
<b>Dissemination</b>	All outputs will be disseminated through existing AoK dissemination pathways, including SendInBlue, bit.ly links, the REACH Resource Centre, and both planned and ad hoc presentations at Coordination meetings.		

## 2. Background & Rationale

The South Sudan crisis is not confined to areas within its borders. Since July 2016, a seemingly endless stream of refugees has poured into neighbouring countries, overwhelming under-prepared and under-resourced responses. There has been limited formal communication between actors on either side of South Sudan's borders, particularly those on the receiving end of refugees, neither side seems to understand the dynamics and trends affecting South Sudanese populations across their border. There is a pronounced lack of understanding about the potential for movement of refugees out of South Sudan, and equally limited understanding of the movement, or potential for movement, back into South Sudan.

REACH has already been conducting monthly Port Monitoring exercises in Akobo to better understand the movement of South Sudanese into and out of the Gambella Region of Ethiopia. The outputs from this assessment provide an indicative understanding of the origin and destination of migrants, push and pull factors, and intentions of permanent resettlement in destination areas. These recurring exercises, complementing the Assessment of Hard to Reach Areas in Jonglei, provide a foundational understanding of patterns of migration, conditions and emergent humanitarian needs in the origins and destinations of migrants. The massive increase and continuation of migration out of South Sudan into many neighbouring countries has demanded the need for expansion, both within and beyond South Sudan's borders. In response, REACH will commence similar exercises at critical crossings into Kenya, Sudan and Uganda.

REACH will also establish ongoing data collection inside neighbouring countries – specifically targeting Kenya (Kalobeyei refugee settlement) and Uganda (both self-settled aliens in host community areas and those in relevant large settlements) due to existence of support infrastructure, security of bordering areas, and accessibility of refugee populations. Data collection from neighbouring countries will focus on the observed, but yet to be understood, trend of pendular movement between large migrant settlement areas and South Sudan. Monitoring these movements will help to fill critical information gaps for humanitarian actors on both sides of the border.

In addition, REACH and IOM have begun to coordinate current assessment activities by harmonizing indicators across our Port Monitoring, flow monitoring, movement trend tracking and IDP tools. Following in the near term will be a harmonization, where possible, of key indicators in the AoK and VAS tools with UN OCHA's IRNA and cluster standards. Further, REACH and IOM have identified potential points of geographic overlap in assessments and actively worked to divide areas of intervention to prevent duplication of activities, particularly in relation to port and flow monitoring. REACH will focus on understanding cross-border migration in Northern Bahr el Ghazal, into Ethiopia at Akobo and potentially Pagak, and into Kenya from Kapoeta and Kalobeyei, while IOM focuses on movement into Sudan and Abeyei from Upper Nile and Unity States, and into Uganda from Eastern and Central Equatoria.

## 3. Research Objectives

To provide an understanding of regional migration, displacement and return of South Sudanese into other countries, and their intentions for return, relocate or settle in place, in order to enable humanitarian actors in all locations to make a more informed decision about the scale, scope, and location of response. More specifically, to:

- Create an understanding of cross-border movement dynamics and the potential triggers, timing and scale of South Sudanese migrant returns
- Identify current geographical distribution of migrants that intend to return, relocate or settle in place
- Identify needs and risks/vulnerabilities that may influence movement intentions or be exacerbated by choices to return, relocate or settle in place
- Identify migrant's access to information on other areas, which may influence their decision to move to other locations

## 4. Research Questions

1. What are migrant's (refugees, self-settled aliens and returnees) current locations, type of settlement (formal camps, informal camps and host communities) and demographics (composition and size of household)?
2. What are migrant's areas of origin, previous displacement history and previous push/pull factors.
3. What are migrant's movement intentions (if any) and are potential future push/pull factors?
4. What are the vulnerabilities and coping mechanisms of migrants in current location?
5. What information do migrants have on previous and future locations (including security and access to services) and how do they obtain it?
6. Based on desire to return, relocate or settle in their places of displacement, what support will migrants need in order to find adequate shelter, access critical services and resume their productive lives and livelihoods?

## 5. Methodology

### 5.1. Methodology overview

Data collection will include the review and integration of secondary datasets from existing intentions assessments conducted by IOM and UNHCR, existing REACH AoK data streams and the South Kordofan Blue Nile Coordination Unit (SKBN-CU). Primary data collection will utilize a mixed-methods approach including key informant interviews (KIIs) and focus group discussions (FGDs) with migrant communities, and eventually port monitoring and potentially household surveys in Northern Uganda.

The Assessment Officer will oversee all assessments related to cross border movements and refugee intentions to return, ensuring integration of these datasets with other regionally available information, thereby enhancing the reach and impact of donor funding. He will drive partnerships between collaborating information management entities (specifically, but not limited to, IOM DTM, UNHCR and OCHA). He will also support improved information sharing between actors in South Sudan and those in South Sudanese migrant hosting countries through regular participation in coordination meetings and dissemination of REACH products in South Sudan, Uganda and Kenya. This position will be primarily based in Uganda, with regular monthly visits to neighbouring countries.

### 5.2. Population of interest

REACH will conduct data collection in major refugee hosting areas of Uganda (Adjumani, Moyo, Yumbe, Lamwo districts) and Kenya (Kalobeyei). Additional data collection will occur in the Greater Equatoria region of South Sudan, with a focus on safe and accessible areas not already covered by REACH's AoK and port monitoring data collection.

On onset, the focus in Northern Uganda will be migrants not living in formal refugee settlements (self-settled aliens). If opportunities arise to perform assessments within formal settlements, expansion will be explored (currently, political sensitivities effectively prohibit this sort of work with formal sites). In Kenya, assessment will primarily take place in formal settlement environments. In South Sudan, it will primarily take place in locations without existing AoK qualitative data collection.

<b>Location of Research</b>	<b>Population of Interest</b>
Uganda	Refugees and self-settled-aliens in informal settlements and host-community settlements
Kenya	Refugees in Kalobeyei and Kakuma refugee camps
South Sudan	Returnees (most likely to be found in Equatorias region)

Other countries | neighbouring | As available in the future

Wherever possible, assessment outside of South Sudan will focus on populations displaced from areas which REACH South Sudan is assessing through the AoK program, in order to develop an understanding of the gestalt of their displacement experience. These currently include:

- Central Equatoria: Lainya & Yei
- Eastern Equatoria: Kapoeta & Torit
- Western Equatoria: Maridi & Yambio

### 5.3. Secondary data review

Secondary data will be used to supplement and triangulate findings from primary data collection

- REACH South Sudan port monitoring data, including Akobo (migration to/from Ethiopia).
- South Kordofan Blue Nile Coordination Unit (SKBN-CU) port monitoring data of migration between Upper Nile, South Sudan and Sudan.
- REACH AoK displacement data

Relevant secondary data on refugee return, relocation and settlement intentions include:

- UNHCR South Sudan Situation: Information Sharing Portal. <http://data.unhcr.org/southsudan/>
- IOM South Sudan. <https://southsudan.iom.int/>

Further, Humanitarian Response and Relief Web will be monitored to for pertinent information uploaded by partners

- <https://www.humanitarianresponse.info/en/operations/south-sudan/>
- <http://reliefweb.int/country/uga>
- <http://reliefweb.int/country/ken>
- <http://reliefweb.int/country/ssd>

### 5.4. Primary Data Collection

Primary data collection will take place one week every two months in South Sudan and Kenya, with on-going data collection taking place in Northern Uganda. Household surveys will also occur for one week every two months, if it is deemed politically and logistically feasible and worthwhile. REACH will progressively scale up cross-border displacement data collection through three phases, eventually collecting the following data from the three countries on a regular and recurring basis:

<b>Location</b>	<b>Methodologies</b>	<b>Timing</b>
Uganda	Port Monitoring	On-going
	FGDs/KIIs	On-going
	HH surveys	Approximately one week every two months, if feasible
Kenya	FGDs/KIIs	Approximately one week every two months
South Sudan	FGDs/KIIs	Approximately one week every two months

### Phase 1: Qualitative data collection

KIIs and FGDs will be initiated in all three countries. These will include participatory displacement and livelihood mapping. Qualitative information will be collected in each of the three countries for one week approximately every two months. This will be conducted by the Assessment Officer, and in Uganda also by the Field Assistant.

- In South Sudan and Uganda, these will initially take place in areas with an existing ACTED/REACH footprint (Kapoeta, Moyo), eventually expanding to safe and accessible surrounding areas.
- In Kenya it will take place primarily in Kalobeyei refugee camp.
- KIIs will be conducted with community elders, government officials, and others with particular insight into the situation of large groups of migrants
- FGDs will be disaggregated by gender and age whenever possible. Additional distinct populations will be distinguished as available.
- Participants will be gathered based on their availability at the time of assessment
- REACH will conduct a total of 18 KIIs or FGDs per two-month cycle, evenly distributed across the three countries.

### Phase 2: Port Monitoring

- Port monitoring-like activities will be established in select border and concentration points of Northern Uganda, such as Moyo Town market.
- Data collection will occur in market days across the region, as they are reported to draw substantial cross-border traffic, with potential expansion to other relevant locations. This will be managed on an on-going basis by a Field Assistant based in Moyo Town.
- The existing REACH SSD Port Monitoring tool will be adapted for use in Uganda, while still retaining core indicators.
- Purposive sampling with migrants arriving and departing from key transit locations (markets). This will consist of direct key informant interviews using a face-to-face key informant tool. REACH enumerators aim to interview all persons passing through port; however any individuals leaving or arriving outside of assessment hours are not captured. To allow for trend analysis, specific locations and time-frames will be selected, which will maximize the number of arrivals and departures captured. This will be consistent each month to ensure trends captured are indicative of broader movements.

### Phase 3: Quantitative data collection

- Household surveys may be performed in Northern Uganda as an add-on to the data collection process to be established by the potential BPRM AGORA project of Northern Uganda (“Informing Area-Based Humanitarian Action in Out-Of-Camp Refugee Contexts”). By December 2017, AGORA will have developed the tool, sampling framework and staffing for a Multi-Sector Needs Assessment. To this, modules on migration intentions and host community relations will be developed and added. This 30-35 minute survey will provide a clear understanding of the shifting needs and tensions in Northern Uganda, allowing for scenario planning of different potential migration patterns. These indicators will be aligned to those of the South Sudan AoK project, allowing comparison across borders. Household surveys will take place in each of the sub-counties and towns of the AGORA District, except for sub-counties containing large formal refugee settlements (in order to avoid political complications).
- REACH is actively liaising with local key informants to establish baseline self-settled migrant population figures. A detailed quantitative sampling framework will be established once population figures are identified.
- Continued data collection activities from phase 1 & 2

*Once the BPRM Agora program is commenced, and if it is deemed politically and logistically feasible and worthwhile to conduct household surveys, a sample summary table will be developed showing 1) method 2) strata (geo/group) 3) target # of interviews.*

### 5.5. Data Analysis Plan

Qualitative data will be compiled and analysed using Excel. Datasets will be triangulated with secondary data sources with the express aim of answering the research questions of the assessment.

A quantitative data analysis plan will be developed at a later date, potentially based on the tools and indicators developed for the BPRM AGORA project.

## 6. Product Typology

The massive scale of displacement in Uganda, coupled with the number of settlements and refugee hosting areas, and the limited scale of recent displacement into Kenya, prohibit the regular production of comprehensive reports. Instead, data collected in these locations will contribute to monthly products focused on the Greater Equatoria region, and to the quarterly Displacement, Migration and Return Intentions Monitoring Report.

- 4 Quarterly Displacement, Migration and Return Intention Overviews will be compiled from all available sources of information, and will be produced in collaboration with IOM. Approximately 16 pages total: 8 page on regional, 4 pages on Uganda, and 4 pages on Kenya.
- Ad hoc site profiles for field visits in South Sudan. This is a new product typology for REACH SSD that is currently being prototyped. Profiles will be developed for any field visits in South Sudan- approximately one every two months
- Internal updates to the REACH South Sudan AoK team, as input into monthly factsheets and situation overviews for relevant regions (primarily Greater Equatoria).

Table 6: Type and number of products required

<i>Type of Product</i>	<i>Number of Product(s)</i>	<i>Additional information</i>
<i>Overview</i>	4	Quarterly Displacement, Migration and Return Intention Overview
<i>Presentation</i>	1	Likely given multiple times, but should not be need for multiple products
<i>Map</i>	3	Intention map per population group
<i>Site Profiles</i>	6	For any field visits in South Sudan. Approximately one every two months.
<i>Internal Updates</i>	--	Regular input into REACH SSD AoK data stream

## 7. Accountability to affected populations

Whenever possible, REACH will take the time to share the results of the assessments with assessed communities. Though resources are not currently available to provide formal feedback to participating communities, subsequent assessments in forthcoming research cycles will be conducted in the same areas. When REACH returns to assessed areas, providing the political climate allows, they will share the key findings with communities and obtain their feedback, which will potentially be used to inform further assessments or provide updates to previous products.

## 8. Management arrangements and work plan

### 8.1. Roles and Responsibilities, Organigram

Three assessment teams will be utilized, one for each of the three countries. One part-time Field Officer will be hired in Northern Uganda, to be based in Moyo. In South Sudan, existing REACH staff resources will be used for coordination. In Kenya, coordination staff will be hired on a short-term basis as needed, with potential logistical support from the Norwegian Refugee Council and/or Refugee Consortium of Kenya. For data collection exercises, casual enumerators will be hired as needed (2-9 per location, depending on methodology). All assessment teams will be overseen by one Assessment Officer, with technical support from one REACH Uganda GIS Officer. The project as a whole will be overseen by one Regional Coordinator and one Country Coordinator for South Sudan.

- Regional Coordinator
  - External engagement
  - Review tools, methodology, plans and outputs
- Country Coordinator – South Sudan
  - External engagement in South Sudan
  - Review tools, methodology, plans and outputs
- Assessment Officer
  - Coordinate and oversee data collection processes
  - Develop research design, methodology, work plans, assessment implementation plans
  - Create data collection tools and training materials
  - Lead data analysis and output production
- GIS Officer
  - Provide maps for targeting assessment locations
  - Data analysis support
- Field Officer
  - Coordinate access to research locations
  - Identify potential enumerators
  - Conduct training of field teams
  - Oversee fieldwork
  - Communicate between field and assessment/ analysis teams
- Enumerators (6-9x)
  - Conduct data collection in the field

Table 7: Description of roles and responsibilities

<b>Task Description</b>	<b>Responsible</b>	<b>Accountable</b>	<b>Consulted</b>	<b>Informed</b>
<i>Define research scope</i>	RC, AO	RC	REACH Global Team, CC-SSD	Donors
<i>Design questionnaire</i>	AO	AO	REACH Global Team, RC, CC-SSD	Donors
<i>Define sampling frame</i>	AO	AO	REACH Global Team, RC, CC-SSD	Donors, ISWG
<i>Organise Data collection</i>	AO	AO	RC, GIS-O, Logs, CC-SSD	ACTED CD
<i>Data cleaning</i>	GIS Officer	AO	Field Officers	RC

Data Analysis	AO	AO	GISO, Field Officers	CC-SSD, RC
Map production	GIS Officer	AO	REACH Global Team	Donors, ISWG
Report production	AO	RC	GISO, FOs, REACH Global Team, CC-SSD	Donors, ISWG

**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

## 8.2. Resources: HR, Logistic and Financial

REACH will support the hiring of enumerators, purchase of necessary smartphones, and vehicle, driver and accommodation hire (as needed), in addition to supporting coordination, assessment, GIS and field staff.

### 8.3. Work plan: September 2017 – May 2018

Activity	September				October				November				December				January				February				March				April				May			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
TOR/ Methodology design	█																																			
TOR/ Methodology review		█																																		
TOR/ Methodology validation			█																																	
Tool design (Qual, Quant)											█																									
Tool review (Qual, Quant)			█									█																								
Tool validation (Qual, Quant)				█								█																								
Training							█								█																					
Assessment pilot			1				2					3																								
	Phase 1																																			
Qualitative – UGA			█		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Qualitative – SSD											█				█												█									
Qualitative – KEN												█								█								█								
					Phase 2																															
Port Monitoring - UGA					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
									Phase 3																											
Quantitative – UGA															█									█												
Quantitative – SSD																																				
Quantitative – KEN																				█								█								
Data aggregation and analysis												█												█								█				
Report drafting												█												█								█				
Report review															█	█								█								█				
Report dissemination																█								█								█				
Internal updates			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█

Note: Numbers in assessment pilot are for the three phases of data collection

## 9. Risks & Assumptions

Table 8: List of risks and mitigating action

<b>Risk</b>	<b>Mitigation Measure</b>
Assessment locations become inaccessible due to security concerns, rendering primary data collection impossible.	Flexible work plan to allow movement of assessment alternative locations should security in target areas decline; if the security situation subsides data can be collected at a later point in the data collection period.
Randomly selected sample of households generate non-responses	Ensure overall sample contains a 10% buffer, with the aim to survey 10% more respondents than needed to reach the target sample size
Interviewees are unwilling to participate in the assessment	Survey questions will respect humanitarian protection guidelines and respondents will be approached in a courteous and respectful manner, while emphasising the importance of the information gathered. If households remain unwilling to participate, enumerators will be instructed to move on to other households

## 10. Monitoring and Evaluation

See table in Annex 4.

## 11. Documentation Plan

- Terms of reference
- Indicator list (once quantitative phase begins)
- Data analysis plan
- Data collection tools
- Raw dataset and cleaning log (once quantitative phase begins)
- Clean datasets (once quantitative phase begins)
- Quarterly report synthesising all findings
- Internal updates emailed to REACH SSD AoK team

## 12. Annexes

1. Data Management Plan
2. Questionnaire(s) / Tool(s)
3. Dissemination Matrix
4. M&E Matrix
5. *Other (if relevant)*

## Annex 1: Data Management Plan

Administrative Data	
Project Name	South Sudan: Migration and Return Intentions
Project Code	32 SDC
Donor	SDC
Project partners	
Project Description	
Project Data Contacts	Max Gibson max.gibson@reach-initiative.org
DMP Version	Draft v1
Related Policies	None
Data Collection	
What data will you collect or create?	<p>Secondary and primary (qualitative, quantitative)</p> <p><b>Data format-</b> word document, excel. These formats enable sharing and long-term access to data.</p>
How will the data be collected or created?	Quantitative data collected with ODK and stored on KoBo account; Qualitative data collected through KII and FGD
Documentation and Metadata	
What documentation and metadata will accompany the data?	<p>A detailed documentation and metadata plan will be established once quantitative methodology is established. These may include the following:</p> <p><b>Value change log.</b> Documents changes to the dataset in order to track all the amendments made to the data values.</p> <p><b>Data cleaning log.</b> Documents data cleaning process i.e. checking for inconsistencies, running logical checks, renaming variables, dropping variables if need be, generating new variables, merging or appending datasets if need be.</p> <p><b>Analysis log</b> Documents the analyses commands, either auto-generated by R/STATA/ SPSS or in a do-file. The log will make it possible to replicate the analyses command for other projects too.</p> <p><b>Data dictionary</b> (for an actual dataset, this object highly connected with “Tool” sheet) – should contain information on data types and metadata for each variable. Usually represented in a structured format with the next fields:</p> <ul style="list-style-type: none"> <li>• Variable ID</li> <li>• Variable Name</li> <li>• Section</li> <li>• Data Type (e. g.): <ul style="list-style-type: none"> <li>○ Integer</li> <li>○ Numeric</li> <li>○ Logical (TRUE/FALSE)</li> <li>○ Text</li> <li>○ Date</li> <li>○ Time</li> <li>○ DateTime</li> </ul> </li> <li>• Semantic Data Type (e. g.): <ul style="list-style-type: none"> <li>○ Single Choice</li> <li>○ Multiple Choice</li> <li>○ Id</li> <li>○ Geopoint</li> </ul> </li> <li>• Technical Data Type (e. g.): <ul style="list-style-type: none"> <li>○ Auto fill</li> <li>○ Calculated</li> <li>○ User Input</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Reference Field – in case we have related variables, for example one variable with concatenated multiple choices and set of binary responses for each choice, or variable that triggers another answer (like “yes” → reason or “Other” → Specify), this field should contain reference to the primary variable (id).</li> </ul> <p><b>Codebook-</b> A document that describes data content- values, type of variables, missing values.</p>
<b>Ethics and Legal Compliance</b>	
How will you manage any ethical issues?	<p><b>Consent</b> - All the respondents, KII and FGD participants will be asked for their consent prior to the interviews.</p> <p><b>Anonymization</b> - all the personally identifiable information (PII) will be removed or anonymised from shared datasets</p>
How will you manage copyright and Intellectual Property Rights (IPR) issues?	NA. IMPACT/ REACH will own the data and it will be made public
<b>Storage and Backup</b>	
How will the data be stored and backed up during the research?	All digital data will be uploaded to KoBo and stored in Regional folder of South Sudan Dropbox on a daily basis and backed up weekly to NAS in Juba
How will you manage access and security?	Digitized KII and FGD notes will be anonymized, allowing for broad access by REACH staff
<b>Selection and Preservation</b>	
Which data should be retained, shared, and/or preserved?	Only anonymized data will be shared
What is the long-term preservation plan for the dataset?	Archived in South Sudan Dropbox and NAS
<b>Data Sharing</b>	
How will you share the data?	
Are any restrictions on data sharing required?	Personally identifying information must be removed from the data set prior to sharing
<b>Responsibilities</b>	
Who will be responsible for data management?	Assessment Officer

Adapted from:

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

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

Please note the below are still in draft phase; links will be updated when tools are finalised.

*FGD tool*

[https://www.dropbox.com/s/y4oge5xp7nh4zra/SSD\\_RegionalDisplacement\\_Intentions\\_FGD\\_Tool\\_120917.pdf?dl=0](https://www.dropbox.com/s/y4oge5xp7nh4zra/SSD_RegionalDisplacement_Intentions_FGD_Tool_120917.pdf?dl=0)

*Port Monitoring Tool*

[https://www.dropbox.com/s/y4oge5xp7nh4zra/SSD\\_RegionalDisplacement\\_Intentions\\_FGD\\_Tool\\_120917.pdf?dl=0](https://www.dropbox.com/s/y4oge5xp7nh4zra/SSD_RegionalDisplacement_Intentions_FGD_Tool_120917.pdf?dl=0)

## Annex 3: Dissemination Matrix

Dissemination Channel	Comments
REACH Resource Centre	
SendInBlue	
Social media dissemination	Via Geneva
Planned and ad hoc presentations at Coordination meetings in Juba	
Relevant forums in Uganda, including IOM Uganda	To be determined once established in Kampala

## Annex 4: M&E Matrix

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