Humanitarian Coordinated Assessment Working Group Research Terms of Reference
Whole of Afghanistan: Multi Sector Needs Assessment
Afghanistan

June 2018
Draft Version

1. Executive Summary

Country of intervention	*Afghanistan*				
Type of Emergency	□	Natural disaster	□ Conflict	**X**	**Complex Emergency**
Type of Crisis	□	Sudden onset	**X** **Slow onset**	**X**	**Protracted**
Mandating Body/ Agency	*Humanitarian Coordinated Assessment Working Group (HCAWG) / ICCT*				
Project Code	*TBC*				

Research Timeframe *Add planned deadlines (for first cycle if more than 1)*	1. Start collect data: 01/07/2018	4. Data sent for validation: 31/09/2018
	2. Data collected: 16/09/2018	5. Outputs sent for validation: 20/10/2018
	3. Data analysed: 07/09/2018	6. Outputs published: 15/12/2018

Number of assessments	**X**	**Single assessment (one cycle)**	

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**
	X	**Donor plan/strategy**	**15/05/2018**
	X	**Inter-cluster plan/strategy**	**15/05/2018**
	□	Cluster plan/strategy	_ _/_ _/_ _ _ _
	X	**NGO platform plan/strategy**	**31/05/2018**
	□	Other (Specify):	_ _/_ _/_ _ _ _

Audience Type & Dissemination *Specify **who** will the assessment inform and **how** you will disseminate to inform the audience*	**Audience type**	**Dissemination**
	X Strategic **X Programmatic** □ Operational □ [Other, Specify]	**X General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)** **X Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting** **X Presentation of findings (e.g. at HCT meeting; Cluster meeting)** **X HNO Validation workshop (with OCHA, HCAWG and other participants)** **X Website Dissemination (Relief Web & REACH Resource Centre)** □ [Other, Specify]

Detailed dissemination plan required	**X**	**Yes**	□	No

General Objective	Inform multi-cluster humanitarian programming for the Afghanistan response by identifying inter-sectoral needs and how they inter-relate across different geogrpahic locations and population groups outlined in the HNO. Findings will then inform the 2019 Humanitarian Needs Overview (HNO), and support the updating of the Humanitarian Response Plan (2018-2021).

Specific Objective(s)	1. Provide a comprehensive evidence base of multi-sectoral needs among vulnerable populations in Afghanistan, including: - All populations residing in Hard to Reach (HTR) districts (inclusive of displaced and non-displaced), - Both recently and non-recently[1] displaced crisis-affected[2] Internally Displaced Persons (IDPs), residing outside HTR districts, - Returnees (both registered and undocumented), residing outside HTR districts, - All non-displaced populations residing in communities hosting crisis-affected IDPs, Returnees and Refugees, outside HTR districts, - Pakistani refugees, residing outside HTR districts[3]. - In addition to the above, cross-cutting at national level between all vulnerable groups will be comparisons between male and female headed households at the national level, indicating gender-based vulnerability[4]. 2. Provide a comprehensive evidence base of multi-sectoral needs among different geographical locations in Afghanistan, including: - Comparison between all provinces, - Comparison between Hard to Reach districts, - Comparison between Hard to Reach areas as a whole population group and accessible areas at the national level, - Comparison between urban and rural areas[5] across the whole sample, at national level. 3. Better understand the reasons these needs inter-relate and aggravate one another and affect different geographic areas and population groups differently.
Research Questions	1. How do Afghansitan's most vulnerable population groups perceive their situation to have changed as a result of the most recent conflict/shocks? 2. How do levels of assistance received by households and perceived main barriers to assistance vary between these groups and how can modalities of assistance be made more effective? 3. How do vulnerable populations interract with each other, and how do these interactions shape household development prosperity and how do they limitat social inlcusion?

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[1] Recently displaced IDPs have been displaced in the six months prior to the assessment. Non-recently displaced IDPs have been displaced more than six months prior to the assessment.

[2] Crisis affected refers to a shock, leading to displacement. This shock includes active or anticipated conflict affected the location of residence or natural disaster.

[3] Note that Pakistani refugees, predominantly located in the South-East region of Afghanistan, will feature in this assessment. However, analysis of this group will be conducted as a standalone section, with refugees not being grouped in direct comparisons between population groups, given their low numbers in Afghanistan.

[4] Male and female headed households will not be built into the sampling strategy as no agreed population proportions currently exist. However, it is assumed that the sample size will be aptly large to allow comparison between gendered groups at the national level.

[5] Urban and rural areas are complex to define in Afghanistan. This comparison will not be built into the sampling strategy and will be defined based on key questions, designed with key actors (UNHCR, World Bank etc.) allowing comparison during analysis. Accordingly, it is possible results will not be valid, however it is assumed with a sample size of this scale, comparison will be possible.

	4. How do the above vary between different population groups and different geographical areas, regarding: - Needs, vulnerabilities, coping mechanisms, livelihoods and access - Across Education, Emergency Shelter and Non-Food Items (ESNFI), Food Security, Health, Nutrition[6], Protection and Water, Sanitation and Hygiene (WASH) sectors.		
Geographic Coverage	Nationwide – Covering all provinces, inclusive of all accessible areas in the household-level survey and at least 45 Hard to Reach districts using Key Informant methodologies[7]		
Secondary data sources	- EiEWG and Samual Hall (2018) Out of Schools Assessment - WFP (2018) Emergency Food Security Assessment, Seasonal Food Security Assessment and Post-Harvest Assessment - IOM DTM (2018) Baseline Mobility Assessment - UNAMA (2018) All relevant reports on the protection of civilians in armed conflict - HRW (2018) "No safe place" - CSO (2018) Afghanistan Living Conditions Survey - Nutrition Cluster/UNICEF (2018) Internal Assessments - Health Cluster/WHO (2018) Internal Assessments - REACH (2018) Afghanistan Hard to Reach Assessment, Protection Assessment of Conflict Affected Populations and Fragmented Families Assessment. - REACH (2017) Multi-Cluster Needs Assessments (WASH, ESNFI and FSAC) - NRC (2016) Access to Tazkira and other civil documentation in Afghanistan - UNICEF (2016) Protecting Afghanistan's most vulnerable children - Amnesty International (2016) My Children Will Die This Winter - World Bank (2015) Afghanistan Poverty, Vulnerability and Social Protection: An Initial Assessment		

Population(s) *Select all that apply*	□	IDPs in camp	X	**Recent and Non-Recent IDPs in informal settlements outside of HTR districts**
	X	**Recent and Non-Recent IDPs in host communities outside of HTR districts**	□	IDPs [Other, Specify]
	X	**Refugees in camps residing outside of HTR districts**	X	**Refugees in informal sites residing outside of HTR districts**
	X	**Refugees in host communities residing outside of HTR districts**	□	Refugees [Other, Specify]
	X	**Returnees in informal sites residing outside of HTR districts**	X	**Returnees in host communities residing outside of HTR districts**

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[6] Nutrition findings will predominantly be captured through qualitative data collection, which will strive to substantiate existing Nutrition Cluster assessment findings conducted in 2018.
[7] Plan to include up to 70 HTR districts, dependent on security analysis of locations.

	X	**All populations residing in Hard-to-Reach districts (inclusive of displaced and non-displaced populations)**		**X**	**All non-displaced populations residing in communities hosting crisis-affected IDPs, returnees and refugees, outside of HTR districts**	
Stratification *Select type(s) a nd enter number of strata*	**X**	**Geographical #: 34 provinces (divided across 7 regions) Population size per strata is known? X Yes[8]** □ **No**	**X**	**Group #: 6 Population size per strata is known?** **X Yes[9]** □ No Note: Groups will be **comparable at regional level (7 regions) rather than in all 34 provinces**.	□	*[Other Specify] #: _ _* Population size per strata is known? □ Yes □ No
Data collection tool(s)	**X**	**Structured (Quantitative)**		**X**	**Semi-structured (Qualitative)**	
		Sampling method			**Data collection method**	
Structured data collection tool # 1 *Select sampling and data collection method and specify target # interviews*		□ Purposive □ Probability / Simple random **X Probability / Stratified simple random** □ Probability / Cluster sampling □ Probability / Stratified cluster sampling □ [Other, Specify]			□ Key informant interview (Target #):_ _ _ _ _ □ Group discussion (Target #):_ _ _ _ _ **X Household interview (Target #): 20,296** □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _	
Structured data collection tool # 2 *Select sampling and data collection method and specify target # interviews*		**X Purposive (and existing networks)** □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling □ [Other, Specify]			**X Key informant interview (Target #): Approx. 1,400[10]** □ Group discussion (Target #):_ _ _ _ _ □ Household interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _	
Semi-structured data collection tool (s) # 1 *Select sampling and data collection method and specify target # interviews*		**X Purposive** □ Snowballing □ [Other, Specify]			□ Key informant interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ **X Focus group discussion (Target #): 68[11]** □ [Other, Specify] (Target #):_ _ _ _ _	
Target level of precision if probability sampling		95% level of confidence[12]			5+/- % margin of error	

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[8] Minimum population estimate is known, though exact population size is unknown.

[9] Minimum population estimate is known, though exact population size is unknown.

[10] Hard to Reach Key Informant Interviews (KIIs) = Average 20 KIs (using existing KI network or snowballing in new locations) per districts x Approx. 70 districts = Approx. 1,400 KIIs.

[11] FGDs to substantiate household level survey findings = Two per province (34 provinces) – One male and one female FGD = 68 FGDs.

[12] HH level findings will allow 95% confidence level and 5% margin of error for displaced populations included in this assessment when compared at regional level, and a 95% confidence level and 5% margin of error for combined population groups at provincial level. These precision levels do not apply to Key Informant Interviews or Focus Group Discussions.

Data management platform(s)	X	IMPACT		□	UNHCR			
	□	[Other, Specify]						
Expected ouput type(s)	□	Situation overview #: _ _	X	**Report #: 1**		□	Profile #: _ _	
	X	**Presentation (Prelim. findings) #: 1**	X	**Presentation (Final) #: 7 (one per Cluster)**		X	**Factsheet #: 34 (one per province)**	
	□	Interactive dashboard #:_	□	Webmap #: _ _		X	**Map #: 1**	
	X	**Clean, public dataset #: 2**	X	**Qual. transcripts #: 1 set**				
Access	X	**Public (available on REACH resource center and other humanitarian platforms)**						
	□	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)						
Visibility *Specify which logos should be on outputs*		OCHA, ECHO (tbd), DFID (tbd), Clusters (EiEWG, ESNFI, FSAC, Health, Nutrition, Protection, WASH) and ACBAR.						

2. Rationale

2.1. Rationale

Afghanistan represents one of the world's most complex and protracted crises in which deep-rooted poverty and socio-cultural factors have converged with decades of conflict to generate different types and layers of need. While assessment data exists, understanding of humanitarian needs tends to be characterised by a lack of comparative and representative data – assessments are often heavily localised and not statistically sound – and a limited capacity to analyse and validate the information necessary to determine priorities and guide planning of the humanitarian response. Subsequently, existing datasets are often isolated in nature (sector-specific), lacking in sufficient comprehension and yield findings which humanitarian leadership can have limited confidence in, thereby compromising prioritisation and effective decision-making.[13] Recognising that data is quickly overtaken by events on the ground, and as part of efforts to encourage a rolling needs identification process in Afghanistan, the purpose of this exercise is to instill a system-wide and collective approach to data collection and analysis. In so doing, it is envisaged that Clusters will be able to move beyond the current analysis of needs which is limited to the presentation of a situational overview, to one which adequately captures the needs and vulnerabilities of Afghan people as a result of their experience (e.g. conflict, displacement) and analyses the impact this has had on their lives.

3. Methodology

3.1 Methodology overview

This Whole of Afghanistan Assessment (WoAA) will implement a mixed methodology, reliant upon 20,296 household level surveys in accessible parts of Afghanistan, approximately 1,400 Key Informant Interviews (KIIs) in Hard to Reach (HTR) districts, and on 68 Focus Group Discussions (FGDs) (two per province) to add understanding and breadth to unclear or unexplained quantitative findings. Detailed Secondary Data Review (SDR) will be conducted in collaboration with the humanitarian community to identify pertinent information gaps, prior to the research design phase of this assessment, and to later guide analysis of results. All tools will be designed by the Humanitarian Coordinated Assessment Working Group (HCAWG) with the support of REACH. Data will be jointly collected by Cluster partner NGOs and members of the Agency Coordinating Body for Afghan Relief (ACBAR) Twinning Program, encouraging engagement with the data collection and supporting the integration of findings into NGO and Cluster sector-specific overviews and response strategies,, as well as the Humanitarian Program Cycle (HPC). Analysis will be a joint effort, through a Joint Analysis Workshop. Findings will

support the introductory components and cluster-specific narratives in the 2019 Humanitarian Needs Overview (HNO) and will be used to develop informative province level factsheets and a detailed assessment report, by REACH.

3.2 Population of interest

The assessment will target most vulnerable population groups in Afghanistan, prioritised by the humanitarian community, to directly inform interventions. These groups consist of crisis-affected internally displaced persons (IDPs), both recently and non-recently displaced[14], conflict affected populations in HTR districts, returnees[15] (both registered and undocumented), host communities[16] and Pakistani refugees (with the last group providing standlone analysis specific only to refugees). These populations will be sampled in their relevant locations across all 34 provinces, with household level surveys taking place in accessible areas and Key Informant Interviews (KIIs) in Hard to Reach districts.

3.3 Secondary data review

A thorough Secondary Data Review (SDR) was conducted by REACH, in collaboration with the HCAWG and supported by NAAS OCHA, to guide the design of the WoAA tools, improving understanding of the humanitarian context and outlining information gaps in Afghanistan. This process included the consolidation of articles, reports and existing datasets to allow for a comprehensive understanding of all and how they interrelate. This SDR process allowed key protection themes to emerge, ensuring consequential data collection and analysis will be relevant to inform the environment and programming in-country. Furthermore, this process allowed for existing tools and assessment data to be considered, ensuring the Whole of Afghanistan Assessment (WOAA) avoids duplication with other ongoing or completed work, and aligns indicators to ensure longitudinal and comparative analysis.

The WOAA will build upon the relevant work of existing studies in Afghanistan, including but not limited to multiple reports by NRC, Human Rights Watch, UNAMA, all of Afghanistan's Clusters' outputs and existing REACH assessments. Specifically, the Multi-Cluster Needs Assessment carried out by REACH in 2017 will also provide lessons learnt in terms of content and methodology, with which to inform this WOAA. Findings from specific Cluster's work, such as the Nutrition Cluster's 2018 SMART+ assessments and the Food Security Cluster's 2018 "Emergency Food Security Assessment", as well as other REACH 2018 projects including the "Protection Assessment of Conflict Affected Populations and the Afghanistan Hard to Reach Assessment will be used to substantiate findings from the WOAA. This provides depth and breadth to findings of this assessment, and ensures pertinent information gaps are identified and filled by new data collection. Finally, available data, such as that produced by IOM Displacement Tracking Matrix (DTM) "Baseline Mobility Assessment" will be triangulated with provincial and population group findings at the analysis stage, to inform both broad strategic planning of Clusters and the HRP, but also granular interventions of Cluster partners at the settlement or community level.

3.4 Primary Data Collection

As facilitator of the WOAA, REACH will play a substantial role in liaising with all Afghanistan Clusters, their partner organisations and the HCAWG to develop data collection tools, sample sizes and data cleaning, as well as other relevant stages of the research cycle. Data collection will be a collaborative and inclusive process, with data collection being completed by national Non-Governmental Organisation members of the Agency Coordinating Body for Afghan Relief (ACBAR) Twinning Program, facilitated by the Department for International Development (DFID), and international NGO partners of Clusters, mobilised for participation directly by the Clusters. The data collection contributions provided by each

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[14] Recently displaced refers to displacement within the last six months while non-recently displaced is any displacement more than six months ago.

[15] Returnees refers to Afghan nationals that fled due to crisis (conflict or natural disaster) to another country (typically Pakistan or Iran, though not exclusively) and have since returned to Afghanistan. They do not necessarily have to have returned to their area of origin: they simply must have returned to Afghanistan.

[16] Host communities refers to those that reside in areas displaced populations have moved into, both recently and non-recently.

joint data collection partner is dependent on areas of intervention, experience and resource. In cases of lacking resources or no coverage, REACH will provide top-up data collection to avoid shortfalls.

Prior to any data collection, extensive training provided in Kabul and regional bases will be provided to all enumerators. To ensure high quality data, regular data cleaning will take place, with common errors and improvements suggested to enumerators throughout the process. The purpose of this collaborative process is to ensure findings are informed by and relevant to the humanitarian community programming and to encourage greater ownership of the data by the community, for inclusion into the HNO. Data will be collected throughout the month of July and August 2018 across the entire country, beginning with quantitative household level surveys in accessible areas and qualitative Key Informant Interviews (KIIs) in HTR districts. Following the household surveys, towards the end of August, clarifying KIIs and Focus Group Discussions in all provinces will be conducted to substantiate quantitative findings.

For the quantifiable, household level component of the assessment, various population size datasets at the village level, from UNHCR, IOM, OCHA, REACH and any other available datasets, will be merged and a sample will be drawn using two stage stratified random sampling across all accessible parts of Afghanistan. In the field, to ensure randomisation of household selection, enumerators will be provided with the precise sample for each population group in the village they are visiting. They will then approach the centre of the village, pick a random direction (i.e. by dropping a pen and following the direction it points) and then walk in that direction to the edge of the village, counting either the number of minutes or number of houses passed. The minutes or number of houses will then be divided by the number of interviews to be completed, with the enumerator approaching every n-number house for data collection. If the households is suitable, the interview will be completed, and the enumerator will carry on to the next n-number house. If the household is not suitable for interview, the enumerator will ask this household where the nearest appropriate household is, completing the interview there. The enumerator will then return to the original location and continue the randomisation process.

The sample will be drawn to generate a 95% confidence level and 5% margin of error for all population groups at province level, and for each population group at regional level. In addition, comparison will be made at the national level between male and female headed households, between elderly, non-elderly and youth headed households, between disabled and non-disabled headed households, between urban and rural households, and between documented and undocumented returnees, though these strata will not be included in the sampling strategy. As a result, it is possible that findings of these comparisons may be invalid, if a sufficient number of participants in each group is not included. However, it is expected that a sufficient number of participants will be reached, since the sample size is substantial. Accordingly, the following provides the intended sampling strategy for the quantitative, household level component of the assessment:

Table 2: Household Level Sample Estimates, by province and population group

Region	Province	Recent IDP HH	Non-Recent IDP HH	Returnee HH	Refugee HH	Host HH	Region Total	Province Total
Capital and Central Highland	Bamyan	0	326	36	0	0		**362**
	Daykundi	0	636	24	0	3		**663**
	Ghazni	25	362	0	0	0		**387**
	Kabul	251	295	124	0	401	4354	**1071**
	Kapisa	5	352	1	0	2		**360**
	Logar	17	95	353	0	18		**483**
	Maydan Wardak	79	181	217	0	2		**479**
	Panjsher	0	182	120	0	0		**302**
	Parwan	17	209	21	0	0		**247**
Capital and Central Highland Total		**394**	**2638**	**896**	**0**	**426**		
East	Kunar	120	223	193	0	38	2458	**574**
	Laghman	67	246	188	0	33		**534**

	Nangarhar	243	244	169	0	345		**1001**
	Nooristan	6	327	16	0	0		**349**
East Total		**436**	**1040**	**566**	**0**	**416**		
North	Balkh	183	211	202	0	324	**3332**	**920**
	Faryab	69	703	5	0	54		**831**
	Jawzjan	66	323	25	0	10		**424**
	Samangan	4	356	157	0	16		**533**
	Sar-e-Pul	102	455	52	0	15		**624**
North Total		**424**	**2048**	**441**	**0**	**419**		
North East	Badakhshan	6	328	7	0	1	**2451**	**342**
	Baghlan	69	286	135	0	148		**638**
	Kunduz	217	327	97	0	194		**835**
	Takhar	134	310	118	0	74		**636**
North East Total		**426**	**1251**	**357**	**0**	**417**		
South	Hilmand	153	551	17	0	119	**2938**	**840**
	Kandahar	60	306	134	0	204		**704**
	Nimroz	155	214	218	0	82		**669**
	Uruzgan	82	378	11	0	25		**496**
	Zabul	20	181	27	0	1		**229**
South Total		**470**	**1630**	**407**	**0**	**431**		
South East	Khost	297	188	236	316	53	**2315**	**1090**
	Pakteka	25	119	164	28	1		**337**
	Paktya	61	266	153	36	372		**888**
South East Total		**383**	**573**	**553**	**380**	**426**		
West	Badghis	25	392	0	0	25	**2448**	**442**
	Farah	159	123	299	0	59		**640**
	Ghor	25	349	0	0	8		**382**
	Hirat	211	343	93	0	337		**984**
West Total		**420**	**1207**	**392**	**0**	**429**		
Total per Pop. Group		**2953**	**10387**	**3612**	**380**	**2964**	**20,296**	

In addition to the household level survey, two qualitative components will support the WOAA. Firstly, since household-level data collection cannot be completed throughout the whole country, closed question Key Informant Interviews (KIIs) will be used in Hard to Reach (HTR) districts, to provide some insight on the needs and vulnerabilities identified in these locations, compared to accessible areas. In these HTR districts, KIs will be purposively sampled, identified by snowballing from existing networks of key informants, identified during the Afghanistan Hard to Reach Assessment (AHTRA).[17] Table 3 below outlines the approximate number of KIIs to be completed based on the existing 40 districts included in the AHTRA, though the number of KIIs will increase as the included districts increases from 45 to approximately 70, with the selected districts to be determined, dependent on pending security analysis. It is estimated that an average of 20 KIIs will be done in each of the districts, with an anticipated total of 1,400 KIIs. KIs will be asked to report on populations within their Basic Service Unit (BSU), an area designed to reflect their own community, for which the KI is likely to be knowledgeable on. Overall, results from KIIs will be aggregated to provincial level to allow some, limited, comparison between HTR and accessible areas. In

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[17] Afghanistan Hard to Reach Assessment TOR, including detailed methodology and KI selection processes:
http://www.reachresourcecentre.info/system/files/resource-documents/reach_afg_tor_hard_to_reach_assessment_december_2017_0.pdf

addition, KI responses will be aggregated to district level, to provide district-specific factsheets, insightful as a standalone factsheet booklet, to indicate needs in these areas individually. KI findings will be aggregated in the following ways:

- Continuous variables (e.g. #, %): average estimates across all BSUs. When aggregated, responses to continuous variables will be weighted based on the proportion of estimated HHs within the BSU, relative to responses of other KIs in the district.
- Categorical variables (select one): most commonly selected option reported across all BSUs, with proportion of ISETs/CDCs reporting each option.
- Categorical variables (select multiple): top x most commonly selected options across all BSUs with proportion of KIs reporting each option.
- Open text questions: translated and reported qualitatively (few anticipated of this nature, given the tool).

To note, unlike household level findings, KIIs will not be stratified by population groups, since KIs will be asked to comment on all those residents within their community, though some questions will be asked about key disaggregations to provide an absolute figure for these populations (i.e. proportion of displacement groups in the community will be asked to each KI). As such, comparison to accessible areas will refer to the whole accessible population groups, without further disaggregation.

In addition, focus group discussions will be used, to substantiate household-level findings with explanations and context. This will consist of semi-structured, open-ended Focus Group Discussions (FGD) used to understand findings at a regional level, with one male and one female FGD taking place in each province. Each FGD will have approximately six to eight participants, with participants purposively sampled based on their knowledge of their community, thus consisting of teachers, elders and community leaders. These participants will be sourced through existing REACH and partner networks and through enumerator observation in the field. The following provides an estimate of the number of substantiating KIIs and FGDs to take place in each province, though the final number will depend on data saturation, monitored as data collection is underway.

Table 3: Qualitative data collection sample size estimates

Region	Province	Qualitative	
		Approx. Number of Hard to Reach KIIs	Substantiating Semi-Structured FGDs
Capital and Central Highland	Bamyan	TBC	1 male & 1 female
	Daykundi	TBC	1 male & 1 female
	Ghazni	Approx. 108	1 male & 1 female
	Kabul	TBC	1 male & 1 female
	Kapisa	TBC	1 male & 1 female
	Logar	TBC	1 male & 1 female
	Panjsher	TBC	1 male & 1 female
	Parwan	TBC	1 male & 1 female
	Wardak	TBC	1 male & 1 female
Cap. & Cen. High. Total		**TBC**	**Approx. 14**
East	Kunar	Approx. 189	1 male & 1 female
	Laghman	TBC	1 male & 1 female
	Nangarhar	Approx. 83	1 male & 1 female
	Nuristan	TBC	1 male & 1 female
East Total		**TBC**	**Approx. 8**
North	Balkh	TBC	1 male & 1 female

	Faryab	Approx. 89	1 male & 1 female
	Jawzjan	TBC	1 male & 1 female
	Samangan	TBC	1 male & 1 female
	Sari Pul	TBC	1 male & 1 female
North Total		**TBC**	**Approx. 10**
North-East	Badakhshan	TBC	1 male & 1 female
	Baghlan	TBC	1 male & 1 female
	Kunduz	Approx. 132	1 male & 1 female
	Takhar	Approx. 30	1 male & 1 female
North-East Total		**TBC**	**Approx. 8**
South	Helmand	Approx. 145	1 male & 1 female
	Kandahar	Approx. 164	1 male & 1 female
	Nimroz	TBC	1 male & 1 female
	Uruzgan	Approx. 144	1 male & 1 female
	Zabul	Approx. 52	1 male & 1 female
South Total		**TBC**	**Approx. 10**
South-East	Khost	TBC	1 male & 1 female
	Paktika	Approx. 21	1 male & 1 female
	Paktya	TBC	1 male & 1 female
South-East Total		**TBC**	**Approx. 6**
West	Badghis	TBC	1 male & 1 female
	Farah	TBC	1 male & 1 female
	Ghor	TBC	1 male & 1 female
	Herat	TBC	1 male & 1 female
West Total		**TBC**	**Approx. 8**
TOTAL		**TBC (Approx. 1,400)**	**Approx. 68**

The household level survey tool and both KII tools will be designed for use on, and data be collected using, Open Data Kit (Kobo Toolbox), allowing constrained and efficient data collection using smartphones in the field, where possible. For the FGDs and in areas with security restrictions prohibiting the use of smartphones, paper forms will be used or in extreme cases, responses will be memorised.[18] In these instances, for household surveys, paper form findings will then be entered into Kobo after completion of the interview. For FGDs, transcripts will be translated and sent to the Kabul HCAWG team for review. Across all data collection types, data cleaning and verification will take place regularly, being daily in the beginning. Feedback will be provided directly to REACH Senior Field Officers, who will then inform data collection teams of these issues through team leaders in each participatory Cluster partner NGO or ACBAR Twinning Program NGO.

All tools will be designed through a collaborative approach. As an inter-sectorial needs assessment, each cluster will be invited to submit indicators for inclusion in the household level survey with a number of other inter-sectoral indicators also being developed to provide an inter-sectoral lens for joint needs analysis; the findings of which will directly inform the severity ranking of provinces in the HNO. These indicators must be designed to inform the above HCAWG-agreed upon research questions, with a specific focus on the impact of the shock inclusive of both humanitarian and development indicators, rather than providing a situational overview of the humanitarian context in Afghanistan. Indicators will be submitted by each Cluster to the HCAWG, who will adapt the indicators to fulfil the objectives of the assessment and cross-cutting indicators derived through the collaboration of all Cluster contributions. Furthermore, in collaboration with the HCAWG, thresholds for each indicator will be identified to indicate whether the community exhibits a significant vulnerability for that indicator. All tools will

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[18] This latter option will be used in a very limited number of cases and is not typically used in assessments conducted in accessible locations throughout Afghanistan.

be presented to the HCAWG for feedback and sign off, prior to data collection, and all tools will be adapted following review of the pilot phases of each.

3.5 Data Processing & Analysis

Throughout data collection, cleaning will regularly take place to maintain the high standard of the assessment. A cleaning log of all changes will be kept and will be available upon request after the publication of datasets on the Humanitarian Data Exchange (HDX). A log of data cleaning comments in Google Doc format will be shared using a non-editable link, providing a living and growing feed of feedback, allowing easy reference by team leaders or enumerators, supporting continuous improvement of the data collection.

Data analysis will then be a collaborative process through a Joint Analysis Workshop (JAW) with the HCAWG and any other interested parties. REACH will propose an initial analysis syntax, offering key findings and an aggregation table of results, to be presented to a joint Inter-Cluster Coordination Team (ICCT) and HCAWG preliminary findings presentation. The JAW will expand upon this, with participants proposing key relationships and further findings relevant to their programming that they would like analysed, which will then be conducted during the workshop to support each Cluster's individual absorption of household level findings, and identifying scope for cross-cluster analysis, supporting the benefit of the multi-sectoral component. Further details on the data analysis plan can be seen in Section 5 of this TOR. In addition to the household level survey, Key Informant data will be aggregated at district level in differently to household data aggregations, as detailed above in section 3.4, allowing findings to be appropriately indicative, given the data collection method. Findings from the analysis will be used to generate a range of useful products, with templates agreed upon by the HCAWG, including provincial-level factsheets of key findings and a detailed WOAA assessment report.

4. Roles and responsibilities

Table 3: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	*Assessment Manager*	*Country Focal Point (CFP)*	*HCAWG / IMPACT HQ*	*ICCT*
Data collection	*ACBAR Twinning Program Partners / Cluster Partners*	*ACBAR / Clusters*	*Country Focal Point / IMPACT HQ*	*HCAWG / ICCT*
Supervising data collection	*Assessment Officer*	*Assessment Manager*	*Country Focal Point (CFP)/ HCAWG / IMPACT HQ*	*ICCT*
Data processing (checking, cleaning)	*Assessment Officer*	*Assessment Manager*	*Country Focal Point (CFP)/ IMPACT HQ*	*HCAWG*
Data analysis	*Assessment Officer / HCAWG*	*Assessment Manager*	*Country Focal Point (CFP)/ IMPACT HQ*	*ICCT*
Output production	*Assessment Officer*	*Assessment Manager*	*Country Focal Point (CFP)/ HCAWG / IMPACT HQ*	*ICCT*
Dissemination	*Assessment Officer*	*Assessment Manager*	*Country Focal Point (CFP)/ HCAWG / IMPACT HQ*	*ICCT*
Monitoring & Evaluation	*Assessment Officer*	*Assessment Manager*	*Country Focal Point (CFP)/ IMPACT HQ*	*ICCT*

Lessons learned	Assessment Officer / HCAWG	Assessment Manager	Country Focal Point (CFP)/ IMPACT HQ	ICCT

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*

NB: Only one person can be Accountable; the only scenario when the same person is listed twice for a task is when the same person is both Responsible and Accountable.

5. Data Analysis Plan

To see the detailed Data Analysis Plan for the Household Level Tool, please review the following link.

Note: HTR KI Tool will reflect a Key Informant variation of the above to allow comparison between HTR and non-HTR areas.

Note: The Focus Group Discussion tool will be developed mid-end July 2018 in collaboration with the HCAWG, following preliminary household data collection, to ensure suitable follow-up qualitative data is gathered to substantiate and inform relevant quantitative findings, in addition to gather qualitative-natured results.

6. Data Management Plan

Administrative Data				
Research Cycle name	*HCAWG Multi Sector Needs Assessment - Afghanistan*			
Project Code	*TBD*			
Donor	*TBD*			
Project partners	*OCHA, ACBAR and All Afghanistan Clusters*			
Research Contacts	*Vincent Annoni – Vincent.annoni@impact-initiatives.org* *Peggy Henery - megan.henery@impact.initiatives.org*			
Data Management Plan Version	*Date: 30/04/2018*		*Version: 01*	
Related Policies				
Documentation and Metadata				
What documentation and metadata will accompany the data? *Select all that apply*	X	**Data analysis plan**	X	**Data Cleaning Log, including:** **X Deletion Log** **X Value Change Log**
	□	Code book	□	Data Dictionary
	X	**Metadata based on HDX Standards**	□	[Other, Specify]
Ethics and Legal Compliance				
Which ethical and legal measures will be taken?	X	**Consent of participants to participate**	□	Consent of participants to share personal information with other agencies
	□	No collection of personally identifiable data will take place	X	**Gender, child protection and other protection issues are taken into account**
	X	**All participants reached age of majority**	X	**No personally identifiable data will be made public**
Who will own the copyright and Intellectual Property Rights for the data that	The anonymized dataset will be uploaded on the OCHA HDX web portal under open data license. Any anonymized secondary data that is incorporated in datasets uploaded on the OCHA HDX web portal will be fully referenced acknowledging the original data source.			

is collected?

Storage and Backup				
Where will data be stored and backed up during the research?	**X**	**IMPACT/REACH Kobo Server**	□	Other Kobo Server: *[specify]*
	□	IMPACT Global Physical / Cloud Server	**X**	**Country/Internal Server**
	□	On devices held by REACH staff	□	Physical location *[specify]*
	□	[Other, Specify]		
Which data access and security measures have been taken?	**X**	**Password protection on devices/servers**	**X**	**Data access is limited to REACH staff**
	X	**Form and data encryption on data collection server**		
	□	[Other, Specify]		
Preservation				
Where will data be stored for long-term preservation?	**X**	**IMPACT / REACH Global Cloud / Physical Server**	**X**	**OCHA HDX**
	□	REACH Country Server	□	[Other, Specify]
Data Sharing				
Will the data be shared publically?	**X**	**Yes**	□	No, only with mandating agency / body
Will all data be shared?	□	Yes	**X**	**No, only anonymized and cleaned data will be shared**
	□	No, [Other, Specify]		
Where will you share the data?	□	REACH Resource Centre	**X**	**OCHA HDX**
	□	HumanitarianResponse	□	[Other, Specify]
Responsibilities				
Data collection	Peggy Henery, Assessment Manager/Country Focal Point, megan.henery@impact-initiatives.org			
Data cleaning	Korbinian Schink, Assessment Officer, Korbinian.schink@reach-initiative.org			
Data analysis	Korbinian Schink, Assessment Officer, Korbinian.schink@reach-initiative.org			
Data sharing/uploading	Korbinian Schink, Assessment Officer, Korbinian.schink@reach-initiative.org			

7. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	**X Yes**
		# of downloads of x product from Relief Web	Country request to HQ		**X Yes**
		# of downloads of x product from Country level platforms	Country team		**X Yes**
		# of page clicks on x product from REACH global newsletter	Country request to HQ		**X Yes**
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		**X Yes**
		# of visits to x webmap/x dashboard	Country request to HQ		N/A
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	Note reference in Afghanistan HNO and contributions to updated PiN throughout life-cycle of multi-year HRP Note references in all seven Afghanistan Cluster strategies in 2019
		# references in single agency documents			Note references in returnee response/ drought response/ flood response/ other response contingency plans in 2019.
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	Perceived relevance of IMPACT country-programs	Country team	Usage_ Feedback *and* Usage_ Survey template	Track usage feedback and complete usage survey for OCHA, seven participating Clusters and Cluster partners upon completion of the WoAA and release of data in December 2018.
		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			

	strategic plans, etc.) directly informed by IMPACT products				
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs *(providing resources, participating to presentations, etc.)*	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Country team	Engagement_log	**X Yes**
		# of organisations/clusters inputting in research design and joint analysis			**X Yes**
		# of organisations/clusters attending briefings on findings;			**X Yes**