

Research Methodology Note

Shelter and Winterization Support to the Emergency Shelter
and Non-Food Items (ES/NFI) Cluster

AFG2003a

Afghanistan

April 2020

V3

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	Afghanistan				
Type of Emergency	<input type="checkbox"/>	Natural disaster	<input type="checkbox"/>	Conflict	<input checked="" type="checkbox"/> Complex Emergency
Type of Crisis	<input type="checkbox"/>	Sudden onset	<input type="checkbox"/>	Slow onset	<input checked="" type="checkbox"/> Protracted
Mandating Body/ Agency	UNHCR				
Project Code	AFG2003a				
REACH Pillar	Pillar 2 - Sector-specific planning				
Overall Research Timeframe	01/04/2020 - 31/12/2020				
Research Timeframe <i>Add planned deadlines (for first cycle if more than 1)</i>	1. Start collect data: 20/05/2020		5. Preliminary presentation: 09/07/2020		
	2. Data collected: 18/06/2020 ¹		6. Outputs sent for validation: 22/07/2020		
	3. Data analysed: 25/06/2020		7. Outputs published: 04/07/2020		
	4. Data sent for validation: 01/06/2020		8. Final presentation:		
Humanitarian milestones <i>Specify what will the assessment inform and when</i> <i>e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;</i>	Milestone		Deadline		
	<input type="checkbox"/>	Donor plan/strategy	__/__/__		
	<input type="checkbox"/>	Inter-cluster plan/strategy	__/__/__		
	<input checked="" type="checkbox"/>	Cluster plan/strategy	UNHCR/(ES/NFI) Cluster will use this data to inform the strategy and programmatic response in 2020		
	<input type="checkbox"/>	NGO platform plan/strategy	__/__/__		
	<input type="checkbox"/>	Other (Specify):	__/__/__		
Audience Type & Dissemination <i>Specify who will the assessment inform and how you will disseminate to inform the audience</i>	Audience type		Dissemination		
	<input checked="" type="checkbox"/> Strategic		<input checked="" type="checkbox"/> General Product Mailing (e.g. mail to NGO consortium; HCT participants; Donors)		
	<input checked="" type="checkbox"/> Programmatic		<input checked="" type="checkbox"/> Cluster Mailing (Education, Shelter and WASH) and presentation of findings at next cluster meeting		
	<input checked="" type="checkbox"/> Operational		<input checked="" type="checkbox"/> Presentation of findings (e.g. at HCT meeting; Cluster meeting)		
	<input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Website Dissemination (Relief Web & REACH Resource Centre)		
			<input type="checkbox"/> [Other, Specify]		

¹ The first two days of day collection take place during Ramadan, then the Eid holidays will commence; approximately Sunday to Tuesday 24th - 26th May 2020

Detailed dissemination plan required	<input type="checkbox"/>	Yes	X	No
Project Objective	This overall project will provide UNHCR and the Emergency Shelter and non-Food Items (ES/NFI) Cluster with up-to-date evidence-based information on the 2019 Cluster Winterization response, in order to inform the Cluster's future Winterization strategy in terms of implementation, coordination, and beneficiary satisfaction.			
General Objective	<p>This assessment will evaluate the effectiveness of the Winterization response across Afghanistan, producing an analysis which answers key research questions at four levels;</p> <p>Household: to understand the impact and satisfaction level of the assistance, for beneficiaries and using non-beneficiaries as a control group, as well as understanding the remaining needs of both groups.</p> <p>Community: to assess how community dynamics are effected by the response.²</p> <p>Organizational/institutional: to evaluate the strengths, weaknesses and opportunities of the implementing organisations and the ES/NFI Cluster in the response.</p> <p>Macro: to analyse the context of the response by focusing the effectiveness of the coordination process</p>			
Specific Objective(s)	<ul style="list-style-type: none"> • To understand the 2019-2020 Winterization needs of the targeted beneficiaries and non-beneficiaries across Afghanistan. • To identify the gaps and challenges in the 2019-2020 Winterization response, as well as the lessons learned in the coordination of the response. • To understand the scope, impact, effectiveness and comparative differences of the 2019 -2020 Winterization response for beneficiaries and non-beneficiaries across geographic areas and population strata of Afghanistan. This includes an impartial reflection and analysis of cluster and other stakeholder's performance and results for accountability purposes. • To provide recommendations on building strengths, addressing weaknesses and contributing to lessons learned of the humanitarian response for learning and knowledge generation purposes. This includes identifying where change in current processes is needed and where positive aspects of current processes should be continued or expanded. 			
Research Questions	<p>1. What are the key demographics and vulnerabilities of beneficiary and non-beneficiary households?</p> <ol style="list-style-type: none"> a. How did winterization needs vary between beneficiary and non-beneficiary households? b. What were the main coping strategies used by households, particularly beneficiaries and non-beneficiaries? that either did not receive aid or did not receive sufficient aid? c. How did the impact of assistance vary dependent on household characteristics? d. How effective and sustainable are the impacts of the Winterization response from a beneficiary perspective? 			

² The community level objective will be captured in Tool 1 – the household survey.

	<p>2. How well did the 2019/2020 ES/NFI Cluster-led Winterization response address winterization needs faced by households across Afghanistan?</p> <ul style="list-style-type: none"> a. Did the winterisation response reduce the needs of beneficiaries and fulfil other ESNFI-related outcomes associated with the response? b. How did the response vary across different geographic areas and populations? c. Did the aid modality affect beneficiary satisfaction and their perception of assistance? d. Did the modality of assistance have an impact on the effectiveness of the response? <p>3. How effective and coherent was the cluster and its associated stakeholders' performances in delivering the Winterization response, from the perspective of implementing partners?</p> <ul style="list-style-type: none"> a. What guidelines and procedures led the response, and how appropriate were these guides at an operational level? b. How were beneficiaries and modalities of aid selected, and were regional or demographic variations taken into consideration? Including coordinating with the cluster and coordination bodies. c. What were the main challenges and successes experienced by stakeholders in delivering winterization aid during the 2019/2020 response and what could be done to improve performance? <p>4. How effective and efficient was the Winterization response coordination, from the perspective of coordinating bodies (UNHCR, IOM, OCHA and Government)?</p> <ul style="list-style-type: none"> a. How was the Winterization response coordinated (including design, planning and implementation) between coordination bodies, government agencies and donors, taking into account frameworks and procedures? b. What role did coordinating bodies, the government agencies and donors have in selecting beneficiaries, locations, types and modalities of aid? How effective were they? c. What were the main coordination challenges and how were they addressed?
Geographic Coverage	All regions (8) of Afghanistan – Capital, Central Highlands, East, North, Northeast, South, Southeast and West.
Secondary data sources	<ul style="list-style-type: none"> • REACH, ES/NFI Assessment: An in-depth analysis of Emergency Shelter, Non-Food Item and Winterization Needs, to be published. • REACH 2019 Whole of Afghanistan (WoA) Multi Sectoral Needs Assessment Report, to be published. • ES/NFI Cluster's beneficiary and non-beneficiary database • UNHCR Winterization Post Distribution Monitoring Tool • ES/NFI Cluster Winterization Vulnerability Score Card Kobo Tool • <u>OCHA 2019 Afghanistan Humanitarian Needs Overview (HNO), December 2018</u>

• OCHA Humanitarian Response Plan (HRP) 2018 - 2021				
Population(s) Tool 1	<input type="checkbox"/>	IDPs in camp	<input type="checkbox"/>	IDPs in informal sites
	<input checked="" type="checkbox"/>	IDPs in host communities	<input type="checkbox"/>	IDPs [Other, Specify]
	<input type="checkbox"/>	Refugees in camp	<input type="checkbox"/>	Refugees in informal sites
	<input checked="" type="checkbox"/>	Host communities	<input type="checkbox"/>	Refugees³
	<input checked="" type="checkbox"/>	Returnees	<input type="checkbox"/>	Other [Please specify]
Population(s) Tool 2 and 3	<input checked="" type="checkbox"/>	Government agencies	<input checked="" type="checkbox"/>	Cluster and ICCT focal points
	<input checked="" type="checkbox"/>	Partners		
Stratification Tool 1 (a statistically representative household survey)	<input checked="" type="checkbox"/>	Geographical: 8 regions Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/>	Strata: 4 modalities of aid: restricted cash, unrestricted cash, voucher and in-kind. Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Displacement Status: 5 Strata Internally displaced persons (IDPs), Host communities, IDP Returnees, Returnees and Refugees Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tool 2: (KII – partner organisations)	<input type="checkbox"/>	Geographical: Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Group #2: (Government and NGO workers) Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Key informant interview (Target #): _ _ <input type="checkbox"/> Individual interview (Target #): _ _ <input type="checkbox"/> Focus group discussion (Target #): _ _ <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _
Tool 3: KII -coordinating bodies)	<input type="checkbox"/>	Geographical: Population size per strata is known? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Group #3: (Government, Cluster and Donof) Population size per strata is known? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Key informant interview (Target #): _ _ _ _ _ <input type="checkbox"/> Individual interview (Target #): _ _ _ _ _ <input type="checkbox"/> Focus group discussion (Target #): _ _ _ _ _ <input type="checkbox"/> [Other, Specify] (Target #): _ _ _ _ _
Data collection tool(s)	<input checked="" type="checkbox"/>	Structured (Quantitative)	<input checked="" type="checkbox"/>	X2 Semi-structured (Qualitative)
	Sampling method		Data collection method	

³ Whilst refugees are not a major group in Afghanistan, they do make up part of host communities in some areas such as Pakteka, Paktya and Khost. It is unlikely that they will meet the minimum numbers to be a stratification group.

Structured data collection tool # 1a (HH)	<input type="checkbox"/> Purposive <input type="checkbox"/> Probability / Simple random <input checked="" type="checkbox"/> Probability / Stratified randomized <input type="checkbox"/> Probability / Cluster sampling <input type="checkbox"/> Probability / Stratified cluster sampling <input type="checkbox"/> [Other, Specify]		<input type="checkbox"/> Key informant interview (Target #):_____ <input type="checkbox"/> Group discussion (Target #):_____ <input checked="" type="checkbox"/> Household interview (Target #): 3253-4000⁴ <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Direct observations (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____ 	
Structured data collection tool # 2 (KII – implementing agencies)	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Key informant interview (Target #): 22-44 (1-2 per organization, including Programme Manager and Information Officer) <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Focus group discussion (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____ 	
Semi-structured data collection tool # 3 (KII -coordinating bodies)	<input checked="" type="checkbox"/> Purposive <input type="checkbox"/> Snowballing <input type="checkbox"/> [Other, Specify]		<input checked="" type="checkbox"/> Key informant interview (Target #): 33 (3 national coordination team, 2 government organisations, 8 regional ES/NFI cluster from UNHCR, 8 from IOM and 8 from OCHA and 4 ICCT interviewss) <input type="checkbox"/> Individual interview (Target #):_____ <input type="checkbox"/> Focus group discussion (Target #):_____ <input type="checkbox"/> [Other, Specify] (Target #):_____ 	
Target level of precision if probability sampling	95% level of confidence		7+/- % margin of error	
Data management platform(s)	<input checked="" type="checkbox"/>	REACH	<input type="checkbox"/>	UNHCR
	<input type="checkbox"/>	[Other, Specify]		
Expected output type(s)	<input type="checkbox"/>	Situation overview #: _ _	<input type="checkbox"/>	Report: 1 Winterization Evaluation Report
	<input type="checkbox"/>	Presentation (Preliminary findings) :1 and Preliminary findings note	<input type="checkbox"/>	Presentation (Final) #: _ _
	<input type="checkbox"/>	Interactive dashboard #: _ _	<input type="checkbox"/>	Webmap #: _ _
	<input type="checkbox"/>		<input type="checkbox"/>	HH survey dataset :1 clean and anonymized
	<input type="checkbox"/>		<input type="checkbox"/>	Factsheet :8 1 Factsheet for each region assessed, with preliminary survey results at region/population of concern level
	<input type="checkbox"/>		<input type="checkbox"/>	Map #: _ _
Access	<input checked="" type="checkbox"/>	Public (available on REACH resource center and other humanitarian platforms)		
	<input type="checkbox"/>	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)		
Visibility	REACH, ES/NFI Cluster			

⁴ The range is provided due to the two rounds of sampling. After the first round of interviews which will focus on geographic and impact strata, a review will take place to access how many additional interviews will be required to meet the number required to be national representative for displacement status and modality of aid. This is explained fully in the methodology (section 3).

Donor: UNHCR

Coordination Framework: Cluster System

Partners

2. Context & Rationale

After 19 years of continued crisis since the 2001 US invasion, and nearly 40 years of displacement since the 1979 Soviet war, Afghanistan remains one of the world's most complex humanitarian emergencies, combining protracted displacement, on-going conflict across the entire country, sudden-onset natural disasters, as well as structural economic and social challenges. The shelter and winterization needs of displaced, host, and shock-affected populations reflect this complexity, as shown by the diverse results of the 2019 Whole of Afghanistan (WoA) Assessment and Humanitarian Needs Overview (HNO). The HNO noted in 2019 that 3.69 million people in Afghanistan were in need of ES/NFI Assistance in 2020, following the expanded definition of 'humanitarian action' in Afghanistan.⁵ Furthermore, there are 3.2 million of these are categorised as 'vulnerable people with humanitarian needs' with 47% reported to have extreme needs and 34% as severe needs.⁶

In response to these needs, in 2019, the ES/NFI Cluster in coordination with the Government of Afghanistan through the Ministry of Refugees and Repatriation (MoRR), released a joint winterization strategy for 2019/2020 targeting 95,350 vulnerable families (667,450 individuals) with support for the winter season period from November to March 2019/2020. The strategy called for an integrated response with Shelter, Food, Health and WASH to holistically mitigate vulnerabilities associated with the harsh weather conditions and to ensure that persons of concern were adequately protected from the cold and able to cope with the harsh weather conditions. It prioritized a range of solutions including adequate shelter, heating and NFIs, winter clothing, food assistance, animal protection, WASH and sufficient medicine and health supplies. Winterization assistance was prioritized based on the overall vulnerability of households, regardless of their displacement status. With support from MoRR and 22 partners, the cluster reached 71,405 households with winterization assistance. 23,945 families remained identified, but unassisted during the winter period.

Currently, the UNHCR and the ES/NFI have expressed that there is a key gap in understanding how effective the ES/NFI's Winterization response is. In order to compliment the ES/NFI's own PDM tools, this assessment is designed to capture the additional information required to comprehend the response as part of the broader context in Afghanistan from a beneficiary, stakeholder and coordination perspective. Furthermore, given the extensive expansion of humanitarian action, which particularly impacted the profile of ES/NFI needs in Afghanistan, a deeper and expanded assessment of shelter and winterization needs is required to ensure an evidence-based prioritization and response strategy. This is particularly critical given expected funding gaps, which, according to the 2020 Humanitarian response plan, are likely to limit the population reached to approximately 1.1 million, making information to better target populations in need all the more critical.⁷

In order to address these gaps, REACH will support the ES/NFI Cluster in Afghanistan to achieve the outlined project goals by conducting a mixed methodology assessment with multiple complementary components. This assessment includes two quantitative tools of which one is structured and the other semi-structured, as well as one qualitative, semi structured tool. The tools will assess shelter needs, beneficiaries and the humanitarian response. The evaluation will cover the socio-economic aspects of winterization assistance through a multi-dimensional analysis to answer key research questions, at four levels: household, community, organizational/institutional and the macro level (analysing the context of the response which focuses on the effectiveness of the coordination process). REACH is well positioned to support ES/NFI partners in the facilitation of the outlined project, building on four years of research experience across all regions of Afghanistan, including several shelter projects. To this end, REACH will not only be able to draw on insights from past shelter assessments, including its 2019 Shelter assessment for the ES-NFI Cluster in four priority provinces, but also link and triangulate this work to other 2020 shelter-relevant assessments, such as the REACH 2019 WoA Multi Sectoral Needs

⁵ UNOCHA, Humanitarian Needs Overview: Afghanistan 2020, November 2019.

⁶ Ibid.

⁷ UNOCHA, Humanitarian Response, Plan: Afghanistan 2018-2021, December 2019.

Assessment Report and the REACH 2020 Informal Settlement Monitoring (ISET). This way, all ES-NFI findings and analysis will be coordinated and ensure a harmonized input into the HNO, HRP, Humanitarian Programme Cycle (HPC), and the ES/NFI Cluster strategy for 2020-2021.

3. Methodology

3.1. Methodology overview

This assessment is comprised of three tools, which will be triangulated to provide a holistic assessment that evaluates the remaining needs of beneficiaries and non-beneficiaries. The assessment will also evaluate the effectiveness of the winterization response and coordination by interviewing implementing partners and coordinating bodies. Most importantly, due to the outbreak of COVID19, all three tools will be undertaken remotely. It is anticipated that all data collection for the first tool will take place between 6 and 31 May 2020. Within this time frame, the key informant interviews for the second and third tools will also take place. The household survey will provide the basis for the eight regional factsheets as well as the clean and anonymized data set. A combination of all three tools will be used to create the final Winterization Evaluation Report in addition to the preliminary findings presentation and summary note.

The three data collection tools can be summarized as follows:

Household Survey: A quantitative structured post-distribution monitoring style household survey targeting 3,253-5,000 households across all of Afghanistan.

Key Informant Interviews with Implementing Agencies: Structured interviews will take place with 22-44 key representatives from the implementing agencies involved in the Winterization response.

Key Informant Interviews with coordinating bodies: Semi-structured, qualitative interviews which utilise an open ended questionnaire tool will be conducted with 34 KIs from coordinating bodies.

3.2. Population of interest

Afghanistan has a total population 35.7 million, of which, 370 thousand are displaced, either internally or as returnees or refugees (OCHA, 2018). The Winterization Response of 2019/2020 provided aid to 71,405 vulnerable households. Each of the three tools will target different population groups; tool 1 addresses beneficiary and non-beneficiary groups, and the following displacement statuses; IDPs, host communities, refugees, returnees and IDP returnees, which are described in detail in the sections below. The second tool examines twenty-two implementing partners and the third 10-15 representatives of different coordination bodies.

1) Household and Community Groups

The first sample size, is a subset of IDPs and host community displacement status and focuses on modality status (please see Table 1 below, or for a full regional and modality breakdown, Table 8 in Annex 1). IDPs and host community were selected as the displacement groups for beneficiary sampling as these groups were large enough to be covered naturally in sampling, unlike the other more localized displacement groups, who were more sparsely distributed.

The household portion of the assessment will be evaluated over four stratification groups at different levels: impact will be analyzed at the regional level; modality and displacement status will be analyzed at the national level. The impact strata will intersect with regional and displacement status dimensions, but not with modality as non-beneficiaries will not have received assistance. These strata groups can be defined as follows;

Regional

All eight regions of Afghanistan; Capital, Central Highlands, East, North, North East, South, South East and West, in locations where the ES/NFI winterization response took place.⁸

Impact

Beneficiary: the treatment group which have received winterization assistance from the one of the 22 organisations in the ES/NFI cluster in the period of November 2019 to March 2020.

Non-beneficiary: the control group are households who were assessed by the ES/NFI Cluster for winterization assistance, but either were ineligible for assistance but did not receive any aid or were not eligible for assistance. They are based in communities where either other households did receive aid, or in communities where aid was not distributed under the Winterization Response

Modality

Unrestricted cash: The direct and unconditional payment of cash to beneficiaries.

Restricted Cash: The direct and conditional payment of cash to beneficiaries. Usually, this is in multiple payments and beneficiaries must show proof of purchase of particular items in order to receive subsequent payments.

Voucher: A voucher, which is valid for exchange at a designated vendor for specific winterization items, is provided to beneficiaries.

In-kind: Specific winterization items are given directly to beneficiaries, for example bukhari stoves and fuel

Displacement status

Internally Displaced Persons (IDPs): are defined as “persons or groups of persons who have recently been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognized state border.”⁹

Host communities: refers to all non-displaced households still living in their area of origin that host large populations of refugees, returnees or internally displaced persons, typically in camps or integrated into households directly.

IDP Returnees: persons who are Afghan Nationals that have been displaced from Badghis Province to other parts of Afghanistan and have since returned to Badghis Province.

Returnees: persons who are Afghan Nationals that have fled from Afghanistan and were refugees, but have since recently returned to Afghanistan.

Refugees: persons who are nationals of other countries outside of Afghanistan who have been displaced and fled their countries and are now residing in Afghanistan, predominantly in the South-East.

2) Implementing Partners

For the partner tool, REACH will interview 44 KIs from implementing partners. This will include one program KI and one monitoring and evaluation KI from each implementing partner. who were involved with the winterization response. Their details will be provided by the ES/NFI Cluster. These organisations are as follows:

Mission East, ACTED, ACF, IRW, Afghani AID, NCRO, Cordaid / OHW / RRAA, ORCD, ORD, ADRA, PIN, Johanniter, NRC, DRC, IMC-UK, Concern Worldwide, Christian Aid, ZOA Refugee Care, IOM and IRC.¹⁰

3) Coordinating Bodies

⁸ At a provincial level beneficiary data was gathered from all 34 provinces, and non-beneficiary data from all provinces except Nimroz and Panjsher.

⁹ United Nations (1998), [Guiding Principles on Internal Displacement](#), E/CN.4/1998/53/Add.2

¹⁰ Organizations are listed in full in section 3.4 Primary Data

The macro portion of the assessment will cover government agencies such as; the Ministry of Refugees and Repatriation (MoRR), the Directorate of Refugees and Repatriation (DoRR) and the Afghanistan National Disaster Management Authority (ANDMA). The key informants approached will have been the focal points for the ES/NFI Cluster winterization response.

3.3. Secondary data review

Key secondary data sources will include the REACH, ES/NFI Assessment: An in-depth analysis of Emergency Shelter, Non-Food Item and Winterization Needs (2019)¹¹, the ES/NFI Cluster's beneficiary and assessed non-beneficiary database, the UNHCR Winterization Post Distribution Monitoring Tool and ES/NFI Cluster Winterization Vulnerability Score Card¹². Other sources include the OCHA 2019 Afghanistan HNO¹³ and the OCHA HRP (2018 – 2021)¹⁴.

The secondary data review will especially inform the development of the tools needed as well as informing the identification of the villages to be assessed and the areas which will need to be identified for the treatment and control groups for the assessment. As the household survey will be undertaken remotely, beneficiary and assessed non-beneficiaries lists from the ES/NFI Cluster will provide names and phone numbers for the enumerators to collect data. The information from the secondary data review will also be used to triangulate the assessment's primary data findings.

3.4. Primary Data Collection

Primary data collection activities will be conducted through a mixed-methods approach, including a combination of quantitative and qualitative tools. All data collection will take place remotely due to the ongoing COVID19 situation. Enumerators, the Reach Assessment Officer and Senior Field Officers are all working from their homes. Training and monitoring will also take place remotely, which is discussed further in this section.

1) A statistically representative quantitative household survey.

This first tool is quantitative, structured and uses a stratified random sampling methodology, to target between 3,253-5,000 households. The population groups of interest will be sampled from the eight different regions in Afghanistan of which, the impact strata (beneficiaries and non-beneficiaries) will be statistically significant at a regional level to 95% with a margin of error of 7%. The other strata – displacement status and aid modality will have the same significance and error levels but at a national level. Enumerators will undertake this survey by using phones to call target populations and entering data into a Kobo enabled smart phone.

As the final number of beneficiaries, non-beneficiaries, modalities and displacement status will not be known until after the information is collected from partners, the numbers used to create the current sample for beneficiaries are the number of households that UNHCR and the ES/NFI Cluster has recorded as assisting, which is taken from the Afghanistan ES/NFI Cluster, Winterization 2019/2020 – Targets, Partners Commitment and Gaps per Province data (Table 1). The number of non-beneficiaries is taken from population numbers from the World Bank (2019).¹⁷ These numbers will then be updated after the ES/NFI, TWiG and donor have provided all of their beneficiary and non-beneficiary data for the sampling framework.

From the above data, the lists will first be compiled into a data base which is separated by region and impact status. For each of the eight regions there will be two sets of data – for beneficiary and non-beneficiary. If the target number of non-beneficiaries is not met, then the Department of Refugees and Repatriation (DoRR) will be approached to provide additional

¹¹ This assessment is currently undergoing validation, prior to publication.

¹² Kindly provided by UNHCR and the ES/NFI Cluster.

¹³ OCHA (2019), Afghanistan Humanitarian Needs Overview .

¹⁴ OCHA (2019) Humanitarian Response Plan 2018-2021

data. These lists will contain their phone numbers, gender, beneficiary status, displacement status and additional non-identifying information, without this information it will not be possible to call or meet stratification targets. The collated master list of beneficiaries and non-beneficiaries will then be cleaned and any duplications removed. A sample for call lists will then be drawn digitally, stratified and randomized and divided between the number of enumerators who will then call each phone number in turn. If the phone number is not working or the call goes unanswered, the enumerator will move to the next name on the list.

Table 1: Households level sample estimates, by region

Region	Households projected to be in need of assistance (2019/2020)	Beneficiary Sample (including 5% buffer) *based on household projected	Population per region ¹⁵	Non-Beneficiary Sample (including 5% buffer) *based on population per region	Total Sample (including 5% buffer)
Capital	4,641	198	6,808,371	206	404
Central Highlands	3,386	195	922,811	206	401
East	14,347	203	2,456,500	206	409
North	10,974	203	3,882,391	206	409
Northeast	23,396	204	3,923,567	206	410
South	7,092	201	3,176,833	206	407
Southeast	3,723	196	2,836,534	206	402
West	27,791	205	3,650,138	206	411
Total	95,350	1,605	27,657,145	1,648	3,253
				Full Sample	3,253

The displacement status sampling is initially taken from the households projected to be in need of assistance (2019/2020), and there are also two census' of refugees and IDP returnees (Table 2). These sampling numbers will also be revised after the ES/NFI, TWiG and donor have provided all of their beneficiary data for the sampling framework.

Most likely a second round of call lists will be needed after an initial round of data collection. A review will be conducted to assess how many additional interviews ("top-up" interviews) will be required to ensure that the data will be representative for both modalities at a regional level (Table 3) and displacement status at a national level, if these levels are not reached, the level of confidence and margin of error may be decreased, or, the sample will not be representative (an overall maximum of 5000 interviews). The numbers required to be statistically representative are presented below in Table 2, but the exact additional interviews to be collected will not be known until after the first round of interviews.

Table 2: Numbers of household surveys required for displacement status and modalities to be representative¹⁶

Population groups	Treatment Sample Size (including 5% buffer)
IDP	206
Host Community	206
Returnee	206

¹⁵ The World Bank (2019), Afghanistan: Province Dashboard, available at: <https://www.worldbank.org/en/data/interactive/2019/08/01/afghanistan-interactive-province-level-visualization> accessed on: 22nd April 2020.

¹⁶ It may be possible to also analyse refugee populations, but this is dependent on the beneficiary lists

IDP Returnee	168
Refugee (census)	26
Total	812

Table 3: Number of household surveys required for aid modality to be representative

Population groups	Population	Treatment Sample Size (including 5% buffer)
Unrestricted cash	24,077	194
Restricted cash	18,038	1,480
In-kind	4,201	219
Voucher	889	190
Total	47,205	3,814

As previously mentioned, due to the prevailing COVID-19 situation and the on-going lock down in Kabul, the household surveys will be undertaken by trained and experienced enumerators from their own homes via phone calls and using a Kobo enabled smartphone to input data. Forty enumerators will undertake an average of up to six interviews per day. Including training sessions, this is estimated to take around 15 days¹⁷. Additionally, data collection will take place during Ramadan and to mitigate for this, interviews per day have been reduced to six per day and the enumerator number itself increased. Furthermore, working hours will be respectful of Ramadan and enumerators will work from 8am-1pm. REACH has solid experience in conducting surveys via phone in Afghanistan, previously utilizing this method for hard to reach area and Emergency Response Mechanism assessments. Enumerators will use a quantitative Kobo tool developed by the REACH team and based on previous PDM and Winterization tools from both REACH and the ES/NFI Cluster partners.

Prior to any data collection, training will be provided to all enumerators. Senior Field Officers (SFO) will be trained by the Assessment Officer via Skype. These SFOs will then train the enumerators on the methodology and questionnaire. Along with the delivery of smartphones, hard copy training manuals will be delivered to enumerators and SFOs, to enable a visual learning guide when SFOs are training enumerators. During data collection the enumerators will be monitored daily. The SFOs will call each one twice a day, at the beginning and end to discuss the day's plan and to feedback any data checking issues. The data will be checked daily by the data unit and the Assessment Officer, and if issues are found they are directly shared the SFOs responsible for the enumerators with the flagged issue – for example, surveys that did not meet the minimum time requirements. In the case of this remote assessment, a thorough and daily data review enables good monitoring opportunities.

2) Key Informant Interviews with implementing agencies

Structured interviews will take place with a purposive sampling methodology of one to two key representatives from implementing agencies (as listed in 3.2 Population of Interest), for example, the programme manager and the information officer/ monitoring and evaluation officer of each organisation as they were responsible for coordinating, managing or evaluating each organisations part of the response and thus should have in-depth knowledge relevant for the survey. The contact list, comprising of a person's organisation, job title, phone number and skype ID if possible will be provided via email by each organisation to REACH by the ES/NFI Cluster. Organisations can use password protected documents if desired and REACH is able to sign confidentiality agreements where necessary. The Key Informant Interview (KII) tool will be designed with input and feedback from the ES/NFI cluster to help better understand how effectively the partners were able

¹⁷ If 25 enumerators are hired, this will reduce to twenty-four days including training.

to implement the 2019/2020 Winterization response, if project goals were met, what challenges were faced, cost effectiveness, sustainability, coordination as well as location, modality and selection of beneficiaries.

Table 4: Numbers of household surveys required for displacement status and modalities to be representative

Name of organization	Number of KIs	Name of organization	Number of KIs
Mission East	1-2	The Adventist Development and Relief Agency	1-2
ACTED	1-2	People in Need	1-2
Action contre la Faim	1-2	Johanniter	1-2
Islamic Relief Worldwide	1-2	Norwegian Refugee Council	1-2
Afghani AID	1-2	Danish Refugee Council	1-2
New Consultancy and Relief Organization	1-2	International Medical Corps -UK	1-2
Cordaid	1-2	Concern Worldwide	1-2
Organization of Human Welfare	1-2	Christian Aid	1-2
Rural Rehabilitation Association for Afghanistan	1-2	ZOA Refugee Care	1-2
Organization For Research And Community	1-2	International Organization for Migration	1-2
Organization for Relief Development	1-2	International Rescue Committee	1-2

Full Sample

22-44

Overall, between 22 and 44 interviews, depending on the final sample size, will be carried out by the REACH Assessment Officer and other experienced REACH Assessment Officers and Senior Field Officers, who will also be trained on the tool by the Assessment Officer. Enumerators will not undertake these interviews and it is expected that the majority will take place in English. Due to the ongoing COVID-19 crisis, it is expected that many of respondents in this group will have temporarily left the country therefore, interviews will be carried out by Skype and phone using a quantitative KoBo tool. The tool will be developed from extensive secondary data research and agreed on by the ES/NFI cluster.

3) Key Informant Interviews with coordinating bodies

Semi-structured, qualitative interviews, which cover coordinating bodies, will be undertaken with purposively selected key representatives, both national and regional of ANDMA, MoRR/DoRR, the ES/NFI Cluster and ICCT members. The donor and ES/NFI Cluster will provide the contact list for these persons. A more open-ended “pen and paper” tool will be utilized, which will then be transcribed by the REACH team. The purpose of the third tool is to address the overall coordination of the response, how agencies and partners communicated with each other, whether there was a coherent communication between regional and centralized centres, what role coordinating bodies have in beneficiary, location and aid modality selection, as well as the role of the cluster and the main coordination challenges faced.

It is estimated that the breakdown of interviews will be approximately with two or three government agencies (MoRR/CoRR and ANDMA). Where possible regional affiliates will be interviewed. Furthermore, ES/NFI cluster and ICCT will be interviewed, with approximately two taking place in Kabul and eight regionally. As with the second tool, these interviews will be undertaken by the REACH Assessment Officer and other experienced REACH Assessment Officers and Senior Field Officers, who will also be trained on the tool by the Assessment Officer. These interviews will also be

implemented over Skype and phone, dependent upon the level of movement allowed in Kabul when data collection commences. The tool will be developed from extensive secondary data research and agreed on by the ES/NFI cluster.

3.5. Data Processing and Analysis

Throughout data collection, daily cleaning will regularly take place to maintain the high standard of the assessment. This will be undertaken by the data team with guidance from the Assessment Officer. The Assessment Officer will review outliers daily, and then disseminate the information via a daily data checking report which is informed by the data cleaning minimum standards checklist to SFOs who can manage enumerators appropriately, for example, if minimum times are not reached or integer figures are outliers. A daily cleaning log of all changes will be kept and will be available upon request after the publication of datasets on the REACH resource centre. REACH will develop an analysis syntax to be conducted in R software primarily to run data analysis automatically, ensuring that preliminary findings from the household survey component can be computed as soon as a final clean dataset is available and also to identify answers or surveys which need further clarification, for example contradictions in responses or if a question has taken too little time to answer. Further details on the data analysis plans can be seen in Annex 1 of this methodology note. In addition to the household level survey, the qualitative semi-structured KII data will potentially be analysed using NVivo software, and used to substantiate quantitative findings which will also be weighted. All three surveys will be triangulated with each other. Findings from the analysis will be used to generate a range of useful products, with templates agreed upon by REACH, including provincial-level factsheets of key findings and a detailed shelter and winterization assessment report.

3.6. Work plan

	March				April					May				June			
	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4
TOR																	
Tool development																	
Enumerator recruitment																	
Enumerator training																	
Data collection																	
Data cleaning																	
Data analysis and dataset																	
Preliminary presentation and summary note																	
Share clean data set																	
Factsheets																	
Report drafting																	
Product publication																	
Dissemination																	

4. Roles and responsibilities

Table 5: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	Assessment Officer	Assessment Manager	UNHCR / ES/NFI Cluster / IMPACT Research Design and Data Unit	Country Focal Point (CFP)
Supervising data collection	Senior Field Officer	Assessment Officer	IMPACT Research Design and Data Unit / Assessment Manager	ES/NFI Cluster / Country Focal Point (CFP)
Data processing (checking, cleaning)	Data Officer/Data Team	Assessment Officer	IMPACT Research Design and Data Unit / Assessment Manager	ES/NFI Cluster / Country Focal Point (CFP)
Data analysis	Data Team	Assessment Officer	IMPACT Reporting Unit	ES/NFI Cluster / Country Focal Point (CFP)
Output production	Assessment Officer	Assessment Manager	IMPACT Reporting Unit	ES/NFI Cluster / Country Focal Point (CFP)
Dissemination	Assessment Officer	Assessment Manager	IMPACT Reporting Unit / ES/NFI Cluster	Country Focal Point (CFP)
Monitoring & Evaluation	Assessment Officer	Assessment Manager	IMPACT Reporting Unit	Country Focal Point (CFP)
Lessons learned	Assessment Officer	Assessment Manager	Country Focal Point (CFP)	IMPACT HQ

1. **Responsible:** the person(s) who execute the task
2. **Accountable:** the person who validate the completion of the task and is accountable of the final output or milestone
3. **Consulted:** the person(s) who must be consulted when the task is implemented
4. **Informed:** the person(s) who need to be informed when the task is completed

5. Risks & Assumptions

Table 6: List of risks and mitigating action

Risk	Mitigation Measure
COVID19	<p>The safety of staff members, beneficiaries, their communities and stakeholders is extremely important to REACH, and must be the highest priority when undertaking assessments. To mitigate against COVID19, face-to-face household surveys have been replaced with home-based enumerators. It is unlikely that FGDs will go ahead due to social distancing and isolation being the main forms of prevention against spreading the virus.</p> <p>Experienced enumerators will be trained remotely and provided with the necessary smart phones for using KoBo. For the KIIs, it is unlikely that any will take place face-to-face. It is likely that the majority of representatives from implementing partners will not currently be in Afghanistan, and so interviews will mostly be conducted over skype, mitigating the risk of contracting the virus. When representatives and government bodies are in country, phone or skype interviews will still be used until it is deemed safe for nonessential travel within Kabul. If the used phone or internet network goes down, then a different phone or internet network will be used. If all phone and internet networks go down, data collection will be delayed. If travel is deemed to be safe, which is highly unlikely at the time of interviews, interviewers will be briefed on and provided with preventative equipment, handwashing measures and social distancing in accordance with REACH standard operating procedures for COVID19.</p>
Lack of beneficiary lists	<p>If partners are not forthcoming with beneficiary lists the ES/NFI Cluster and UNHCR will be approach to help obtain lists. The ES/NFI Cluster and UNHCR have already been made aware the data collection cannot take place if the lists are not provided, and understand that if the lists are not provided the data collection cannot take place.</p>
Unable to approach key informants	<p>If it is not possible to reach key informants, alternates will be found or, that interview in particular will not go ahead.</p>
Households do not want to be interviewed	<p>Some households will not want to be interviewed. The randomized lists will be longer than required and each strata contains a 5% buffer.</p>
Delays in data collection due to Ramadan	<p>As the data collection will take place during Ramadan, it will be harder for enumerators to meet standard data collection targets due to reduced working hours (8am-1pm). To mitigate this, the target number of interviews per day has been reduced to six and the number of hired enumerators has risen from 25 to 40. Additionally, the experienced SFOs call to check in with enumerators twice daily and can gauge their progress and general well-being during this time.</p>

1. Data Analysis Plan – Tool 1

Research questions	IN #	Indicator / Variable	Question	Question type	Choice
	A.0	% of households classified as beneficiaries and non-beneficiaries.	Is the household you are interviewing marked as having received any winterization assistance between November 2019 and March 2020, this could include cash, vouchers, in-kind items, shelter materials, tools, labour or other?	Select one	Yes / No
	A.1	% of households listed aid type	What type of aid is the household marked as having received?		Unconditional Cash Conditional Cash Vouchers In-kind items
	A.2	Informed consent	Do you consent to participate in this survey? (Read informed consent paragraph)	Select one	Yes/No
	A.3	Informed consent	Do you consent to participate in this survey? (Read informed consent paragraph)		
	A.4	Province	In which province is this household located?	Select one (drop down)	Drop down list of locations
	A.5	District	In which district is this household located?	Select one (drop down)	Drop down list of locations
	A.6	Village	In which village is this household located?	Select one (drop down)	Drop down list of locations

	A,7	% of households by beneficiary status	Did you receive any winterization aid for shelter or non-food items during the 2019 to 2020 winter? For example, cash, blankets, heating or shelter materials?	Select one	Yes/No
1. What are the key demographics and vulnerabilities of beneficiary and non-beneficiary households? d. How did the impact of assistance vary dependent on household characteristics?	A,5	Gender of respondent	Gender of respondent	Select one	Female; male;
	A,6	% of households by age of respondent	How old are you?	Integer	
	A,7.1	% of households by age/gender of household	Are you the head of household? - Note to enumerators (Head of household is the main decision maker for the household. A household is a group of people who live in the same shelter and eat from the same food pot.)	Select one	Yes, no
	A,7.1.a	% of households by with disability or chronic illness	Do you have any form of disability or chronic illness? For example, they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities.		
	A,7.2	% of households by gender of household	[If answered "no" to A.7.1] What is the gender of the head of household?	Select one	Female, male
	A,7.3	% of households by age of household	[If answered "no" to A.7.1] What is the age of the head of household?	Integer	

	A.7.4	% of households headed by disabled or chronically ill people.	Does the head of household have any form of disability or chronic illness? For example, they have a physical or mental impairment or chronic disease, and the impairment or disease has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities or the suffer from a long-term illness which prevents them from completing everyday tasks?	Select one	Yes, no
	A.8	% of households by marital status	What is the marital status of the head of household?	Select one	Married (living with spouse) Married, but spouse living elsewhere in Afghanistan Married, but spouse living in a different country Single Divorced Widowed I do not want to answer
	A.9	% of households by number of members Average household size	How many individuals are living in the household, including you?	Integer	Integer
	A.10	Number of individuals in assessed households, by age and gender % of assessed household members by age and gender	Starting with the youngest, please indicate the age and gender of the individuals in your household, including yourself.		
		Number of males <1 years	Male new born (< 1 year)		

		Number of females <1 years	Female new born (< 1 year)		
		Number of males 1-4 years	Male children (1 - 4 years)	Integer	
		Number of females 1-4 years	Female children (1 - 4 years)	Integer	
		Number of males 5 - 17 years)	Male school-aged (5 - 17 years)	Integer	
		Number of females (5 - 17 years)	Female school-aged (5 - 17 years)	Integer	
		Number of males (18-59 years)	Male adults (18 - 59 years)	Integer	
		Number of females (18-59 years)	Female adults (18 - 59 years)	Integer	
		Number of males (60 and above)	Male elders (60+ years)	Integer	
		Number of females (60 and above)	Female elders (60+ years)	Integer	
	A.11	Number of HH members with disability / chronic illness	How many members of your household have a disability or chronic illness that prevents them from completing everyday tasks? (this does NOT include Head of household as previously asked) For example, a physical or mental condition or disease which greatly affects their ability to work, perform caring duties or engage in daily household activities.	Integer	

	A.12	Number of pregnant household members	How many females in your household are pregnant?	Integer	
	A.13	Number of female households members breastfeeding	How many females in your household are currently breastfeeding?	Integer	
	A.14.1	% of households with adults without a tazkera	How many adults in the household have Tazkeras?	Integer	
	A.15	% of households living in vulnerable shelter or with no shelter	What type of shelter does the household live in?	Select one	<p>Tents (emergency shelter)</p> <p>Makeshift shelter (A place of residence made of fabric or plastic, that does not have the stability of concrete or mud bricks)</p> <p>Transitional (Shelter options made of mud or brick used by conflict or natural disaster affected people until they return to or recover acceptable permanent accommodation)</p> <p>Solid / finished mud (adobe /rammed / cob type house)</p> <p>Solid / finished brick (burnt brick / concrete blocks)</p> <p>Collective centre (not intended for living)</p> <p>Open space</p> <p>Unfinished shelter (house)</p> <p>Damaged house</p> <p>Other (please specify)</p>
			If other, please specify.	Text	
	A.16	% of households by number of breadwinners	How many breadwinners (currently working and over 16 years) are in your household?	Integer	
	A.17	Median and mean cash income	What was the total cash income from all sources for your household in the last 30 days (in AFN)?	Integer	

	A.18	% of household by source of household earnings	In the last 30 days, has money come into the household through the following means?	Select multiple	Income through work/labour Remittances/gifts Selling personal belongings Humanitarian aid (cash distribution) Government benefits (pension) Borrowing money / taking on debt Begging Other (please specify)
	A.19	% of households by type of employment	In the last 30 days, what type of work provided the majority of income for your household?	Select one	Cash crop farming Livestock farming Rental property Business / sale of goods / services Unskilled daily labour / no contract Skilled daily labour / no contract Formal employment / with contract Other (please specify)
			If other, please specify.	Text	
	A.20.1	% of households categorized as IDP for this assessment	Is the current location of the household, the area of origin (place where of the majority of the household members? Note: Area of origin is a place in which a person has lived the majority of his/her life and consider it as a home	Select one	Yes/No

	A.20.2	% of displaced households, by push factor	(/If answered "no" to Q!20.1) What was the main reason why your household chose to leave your area of origin?	Select one	Natural disaster Armed conflict / military operation Clashes among AGEs/AoGs Intimidation and harassment by AGEs/AoGs Intimidation and harassment by government Inter-tribal or factional fighting Cross-border rocket shelling Kidnapping /abduction Land dispute/land occupation Prefer not to say Other (please specify)
			If other, please specify.	Text	
	A.20.3	% of displaced households, by time in current location	(/If answered "no" to Q.20.1) How long ago did your household arrive at their current location?	Select one	Less than one month ago Less then three month but more than one month ago Less than six months but more then 3 months ago Less than one year but more than six months ago More then one year ago
	A.21.1		Do you host any internal displaced persons or families in your own home?	Select one	Yes/No
	A.21.2	% of non-displaced households hosting IDPs by relationship	(/If answered "yes" to Q.21.1)What is your relationship to the displaced persons or families you're hosting?	Select one	They are family They are friends Contact through family Contact through friends Contact through local authorities Contact through private business Other (please specify)
			If other, please specify.	Text	

	A.21.3	% of non-displaced households hosting IDPs by length of time hosting	(/If answered "yes" to Q!21.1) How long ago did you start hosting them?	Select one	Less than one month ago 1-3 months ago 4-6 months ago 7-12 months ago More then one year ago
	A.22.1	% of households categorized as returnee for this assessment	Have the majority of the household members been previously forced to displace, and since returned to their area of origin?	Select one	Yes/No
	A.22.a	% of housholds categorised as returnee for this assessment	Is the majority of your household from Afghanistan and have been forced to flee to a DIFFERENT country due to persecution or the threat of violence and live elsewhere before returning?		
	A.22.2	% of households who are returnees from outside Afghanistan.	(If answered "yes" to Q.A.22.1) Which country did your household flee to?	Select one	Another place within Afghanistan Iran Pakistan Other (please specify) Prefer not to say
			If other, please specify	Text	
	A.22.3	Length of time returnees in Afghanistan.	(If answered "yes" to Q.A.22.1), How many months or years ago did you return to Afghanistan?	Integer	Less than one month ago Less then three month but more than one month ago Less than six months but more then 3 months ago Less than one year but more than six months ago More then one year ago

	A.24	% of households categorized as refugee for this assessment	Are you from a different country outside of Afghanistan and did your household flee your country of origin to live in Afghanistan due to displacement or persecution in your home country?	Select one	Yes/No
Household need (Beneficiary and Non beneficiary) priority needs and coping strategies					
a. How did the needs vary for beneficiary non-beneficiary households? c. What were the main coping strategies used by beneficiary and non-beneficiary households?	B.1.1	% of households reporting first priority need	What was your household's first priority need during the November 2019- March 2020 winter period?		Heating materials / fuel Shelter repair Emergency shelter / tent Food Health Rental support Winter clothing Water Gas stoves/cylinder; Blankets and quilts Debt repayment Hygiene items Utilities Transportation Education; None Unsure Other (Specify)
			If other, please specify.	Text	

	B.1.2	% of households using negative coping mechanisms due to lack of shelter access	(If answered "Emergency shelter / tent" to Q.B.1.1), In the times you were unable to find shelter for your households, what did you do?	Select multiple	Lived in fully damaged shelter Lived in partially damaged shelter Lived in makeshift shelter Lived in tent Lived in space usually intended for livestock Male members slept out to decongest shelter at night Rented temporary accommodation Lived with relatives or friends Lived in overcrowded/collective shelter Borrow money / take on debt Other (please specify)
			If other, please specify.	Text	
	B.2.1	% of households reporting top 3 concerns about their shelter.	During the last winter period from November 2019- March 2020, what were your three top concerns about your current shelter?	Select three	Size / overcrowding Shelter damaged (roofs, walls, foundations, doors and windows etc.) Unable to afford rent ; Risk of eviction Toilets/sanitation are bad condition Problems with landlord Problems with hosting parties / relatives/ friends No insulation / heating; Unsafe for women and girls Unable to afford repair materials or labour Repair materials and labour were not available in the community Lack of authorization to do repairs Other (specify)
			If other, please specify.	Text	
	B.2.2	Winterization shelter items of greatest needs.	What were your households most critically needed shelter repairs / upgrades for the past winter? (please select three)	Select three	Roofing materials – (Khar wood planks, timber poles, steel or concrete beams) Openings – (Doors, windows, plain window glass) Foundation & Walling – (Chawka Bricks, Burnt brick, stone

					boulders) Soil for adobe /rammed / cob type house Plastic tarpaulin Thermal floor mats Gypsum Cement Tools Cash for labour New or replacement tents (Emergency Shelter) Shelter insulation (ex. heating materials) No repairs or upgrades needed. Other materials (specify)
			If other materials, please specify.	Text	
	B.2.3	% of non beneficiary / beneficiaries that were able to meet their three most critical shelter repairs and upgrades without assistance	To what extent were you able to make the three most critical needed upgrades / repairs to your shelter last winter?	Select one	Needs were completely met Needs were mostly met Needs were met Needs were partially met Need were not met



	B.2.4	% of households reporting negative coping mechanisms for shelter materials	(If answered "Needs were partially met" or "Need were not met" to Q.B.2.3), What did you do when you could not get these items?	Select multiple	Sale of households goods Sale of shelter/land Reduction of non-food expenses (education, health, etc.) Reduction of food expenditure Borrow money / take on debt Scavenge for materials Borrow or share materials Use money otherwise used for other purchases, Sell assets otherwise used for other purposes, Adults work extra shifts/jobs or begging Children work or beg None of the above Other (please specify)
			If other, please specify.	Text	
	B.3.1	% of three most critical NFI winterization needs reported by households.	What were your households most critically needed Non-Food Items for the past winter? (please select three)	Select three	Gas cylinder / bukhari Firewood / charcoal / gas for heating Fuel for cooking Winter clothing Solar lamp blankets & quilts Other kitchen materials (utensils etc.) Buckets or other water containers Jerry cans sleeping mats or mattresses Other (please specify)
			If other, please specify.	Text	
	B.3.2	% of non beneficiary / beneficiaries that were able to meet their three		Select one	Needs were completely met Needs were mostly met Needs were met

		most critical needs NFI without assistance	To what extent were you able meet your three most critical Non-Food Item needs for the past winter?		Needs were partially met Need was not met
	B.3.3	% of households reporting negative coping mechanisms for shelter materials	(If answered "Needs were partially met" or "Need were not met" to Q.B.3.2), What did you do when you could not get these items?	Select multiple	Sale of households goods Sale of shelter/land Reduction of non-food expenses (education, health, etc.) Reduction of food expenditure Borrow money / take on debt Scavenge for materials Borrow or share materials Use money otherwise used for other purchases, Sell assets otherwise used for other purposes, Adults work extra shifts/jobs or begging Children work or beg None of the above Other (please specify)
			If other, please specify.	Text	
	B.4.1	% non-beneficiary households unable to heat their shelter sufficiently over the last 4 months	In the last 5 months, have you been able to heat your shelter sufficiently?	Select one	yes no
	B.4.2	% of coping strategies used by non-beneficiaries to meet their heating needs	(If answered "No" to Q.B.4.1), In these times, what did you do?	Select one	Send children to collect firewood Decrease daily food ration to save money for fuel Sleep in overcrowded room Borrow money to buy fuel Sell property Burnt plastic or other harmful materials Other (please specify)

	B.5.1	% of households engaging in negative livelihood coping strategies.	Over the last winter period have you had to do any of the following to meet gaps in your livelihood?	Note	
			Sell assets	Select one	Yes/No
			Send household members to beg	Select one	Yes/No
			Take children out of school to work/save money	Select one	Yes/No
			Reduce money spent on food for household	Select one	Yes/No
			Reduce money spent on services (education, health, etc.)	Select one	Yes/No
			Sell shelter/land	Select one	Yes/No
			Borrow money / take on debt	Select one	Yes/No
			Take low paying or inappropriate jobs	Select one	Yes/No
	B5.1.a		(If answered "Yes" to Q.B.5.1 - "Borrow money / take on debt" Are you willing to tell us how much new debt has your household taken on over the last winter? (AFS)		
	B.5.2	% of debt incurred by households	(If answered "Yes" to Q.B.5.1a - "Borrow money / take on debt" How much new debt has your household taken on over the last winter? (AFN)	Integer	Integer or prefer not to say
	B.5.3	% of households that will not be able to repay debt within a year	(If answered "Yes" to Q.B.5.1 - "Borrow money / take on debt" Do you think you'll be able to	Select one	yes / no / prefer not to say

			pay the new debt acquired over the last winter back within in the next year?		
	B.5.4	% of negative coping strategies households will use to repay debt incurred meeting winterization needs gaps	(If answered "Yes" to Q.B.5.3) How will you pay back the new debt acquired over the last winter back within in the next year?	Select one	Sale of households goods Sale of shelter/land Reduction of non-food expenses (education, health, etc.) Reduction of food consumption Borrow money / take on debt from another source Use money otherwise used for other purchases, Sell assets otherwise used for other purposes, Adults work extra shifts/jobs or begging Children work or beg Unable to repay Other (please specify)
			If other, please specify.	Text	
	B.5.5	% of households using negative coping mechanisms due to debt	If you cannot pay the debt back, what coping strategies will you use this year?		
	B.5.6		If other, please specify.		
b. What was the impact of the response on beneficiary households?		Beneficiary only - aid modality and satisfaction			
	B.7	% of aid by modality	What type of winterization assistance did you receive during the winter period of November 2019 to March 2020?	Select one	Unconditional Cash Conditional Cash Vouchers In-kind items
2. How well did the 2019/2020 ES/NFI Cluster-led Winterization response			If you received more than one type of assistance, which type of assistance accounted for the majority of the aid you received?		

<p>address winterization needs faced by households across Afghanistan?</p> <p>a. Did the winterisation response reduce the needs of beneficiaries and fulfil other ESNFI-related outcomes associated with the response?</p> <p>b. How did the response vary across different geographic areas and populations?</p> <p>c. Did the aid modality affect beneficiary satisfaction and their perception of assistance?</p> <p>d. Did the modality of</p>	B.8	% of households receiving non-ES/NFI assistance	Did you receive any other type of assistance other than shelter, heating materials and Non-Food Items during the winter period?	Select one	Yes/No
	B.9.1	% of preferred aid modalities	How do you prefer to receive your assistance?	Select one	<p>Prefer to receive assistance in unconditional cash</p> <p>Prefer to receive assistance in conditional cash</p> <p>Prefer in receive assistance as in vouchers</p> <p>Prefer in receive assistance as in-kind goods</p>
	B.9.2	% of reasons this aid modality is preferred by beneficiaries	(If you answered "prefer to receive unconditional cash" to QB.9.1) What is the main reason you prefer / would prefer, to receive your assistance as unconditional cash?	Select one	<p>Have the choice to buy what is needed</p> <p>No need to pay extra money to transport the items</p> <p>Help local economy / local businesses</p> <p>Can use the cash for business</p> <p>Other (please specify)</p>
			If other, please specify.	Text	
	B.9.3	% of reasons this aid modality is preferred by beneficiaries	(If you answered "prefer to receive conditional cash" to QB.9.1) , What is the main reason you prefer / would prefer, to receive your assistance as conditional cash?	Select one	<p>Dislike quality of in-kind assistance</p> <p>Required cash to pay for non-winterization items such as education or health</p> <p>To pay back debts</p> <p>To use as savings</p> <p>Other (please specify)</p>
			If other, please specify.	Text	
	B.9.4	% of reasons this aid modality is preferred by beneficiaries	(If you answered "prefer to receive vouchers" to QB.9.1) , What is the main reason you prefer / would prefer, to receive your assistance as vouchers?	Select one	<p>Guaranteed goods in market</p> <p>Voucher holders are given preferential treatment by vendors</p> <p>Cannot be taxed</p> <p>It guarantees the money cannot be spend on other items</p> <p>It cannot be taxed</p> <p>Other (please specify)</p>
		If other, please specify.	Text		

assistance have an impact on the effectiveness of the response?	B.9.5	% of reasons this aid modality is preferred by beneficiaries	(If you answered "prefer to receive in-kind goods" to QB.9.1) What is the main reason you prefer / would prefer, to receive your assistance as in-kind goods?	Select one	Guaranteed to receive item Item is unavailable to buy locally It cannot be taxed Other (please specify)
			If other, please specify.	Text	
	B.9.6	% by type of in-kind good that cash beneficiaries would prefer to receive	(If you answered "prefer to receive in-kind goods" to QB.9.1)) What type of in-kind goods would you most prefer instead of cash? (select 3)	Select three	Gas cylinder / bukhari Firewood / charcoal / gas for heating Fuel for cooking Generators Batteries Winter clothing New or Replacement tent (Emergency shelter) Shelter repair items Tools for shelter repair and upgrade, Shelter materials for upgrades, Labour plastic tarpaulin Solar lamp reconstruction toolkit blankets & quilts Other kitchen materials (utensils etc.) Buckets or other water containers Jerry cans sleeping mats or mattresses Jerry cans Other (please specify)
			If other, please specify.	Text	
	B.10				Item 1

		% of households that reported aid meeting their three most critical NFI needs	To what extent did the assistance you received help you to meet your three most critical Non-Food Item Winterization item needs?	Select one (to each listed item)	Item 2
					Item 3
	B.11	% of households that reported aid meeting their three most critical shelter improvement and repair needs	To what extent to did the assistance you received help you to meet your three most critical shelter repairs / upgrade needs?	Select one (to each listed item)	Item 1
					Item 2
					Item 3
	B.12.1	% of households that were impacted positively and negatively by the Winterization program	How did the assistance affect the wellbeing of your household over the winter period?	Select one	Improved a lot Improved a little No impact Created a few problems Created a lot of problems
	B.12.2	% of households that responded that the improvements in their wellbeing have continued after February 2020	(If answered "improved a little" or "improved a lot" to Q B.8, Do you feel that the positive impact has continued after March 2020?	Select one	Yes/No
	B.13	% of level of satisfaction beneficiaries expressed of overall experience of receiving aid.	How satisfied are you with your overall experience of receiving assistance from being assessed to receiving assistance?	Select one	Very satisfied Satisfied A little satisfied Not satisfied
	In-kind beneficiaries				

	C.1	Modality only in-kind varieties	(If answered "in kind to QB1") What in-kind items did you receive?	Select multiple	Gas cylinder / bukhari Other fuel: Charcoal / fire wood / liquid gas Winter clothing Replacement tent Shelter repair items Emergency Shelter kit Replacement of damaged tent Tools for shelter repair and upgrade, Shelter materials for upgrades, Labour plastic tarpaulin reconstruction toolkit blankets & quilts kitchen items; Water storage containers sleeping mats or mattresses Other (please specify)
			If other, please specify.	Text	
		Three most critical NFI items as reported by households.	Which were the most three most important Non-Food Items you received in your assistance?		Gas cylinder / bukhari Other fuel: Charcoal / fire wood / liquid gas Winter clothing Replacement tent Shelter repair items Emergency Shelter kit Replacement of damaged tent Tools for shelter repair and upgrade, Shelter materials for upgrades, Labour plastic tarpaulin reconstruction toolkit blankets & quilts kitchen items;

					Water storage containers sleeping mats or mattresses Other (please specify)
	C.2	% of households who felt their assistance was good / poor quality	How would you describe the quality of the Non-Food-Items you received?	Select one	Excellent, good, average, poor, bad
	C.3	Reasons why households reported their assistance was poor or bad	If poor or bad, Why did you describe the items in this way?	Select multiple	Item was broken when I received it, item broke after receiving it, item was missing parts, item was inappropriate for intended use, Not enough of item was provided, Other (please specify)
			If other, please specify.	Text	
	C.5	Level of sustainability for each critical NFI item.	How would you describe the current condition of the three most important / items that you received? Please choose from the following options.	Select one (to each listed item)	Item 1 Item 2 Item 3
	C.6	Level of sustainability for each critical shelter item.	Do you think your three most important items / items will last until the end of the next winter?	Select one (to each listed item)	Item 1 Item 2 Item 3
	C.7	% of aid that was sold	Did you sell or trade any of the items you received as part of your assistance?	Select one	Yes / No
	C.8	% by type of aid that was sold	(If answered "yes" to Q.C7) , Which items did you sell or trade?	Select Multiple	Gas cylinder / bukhari Other fuel: Charcoal / fire wood / liquid gas Winter clothing Replacement tent Shelter repair items Emergency Shelter kit

					Replacement of damaged tent Tools for shelter repair and upgrade, Shelter materials for upgrades, Labour plastic tarpaulin reconstruction toolkit blankets & quilts kitchen items; Water storage containers sleeping mats or mattresses Other (please specify)
			If other, please specify.	Text	
	C.9,1	% by reason of why aid was sold	(If answered "yes" to Q.C.8, What is the main reason why you sold these goods?	Select one	Needed money Did not need the items
	C.9,2	% of items that were bought with money raised by selling assistance.	(If answered "yes" to Q.C.9.1) What did you use the money raised from selling the in-kind assistance items for?		Heating materials / fuel Shelter repair Food Health Rental support Winter clothing Water Gas stoves/cylinder; Blankets and quilts Debt repayment Hygiene items Utilities Transportation Education; Other (Specify)
			If other, please specify.	Text	

	C.10.1	% of households who felt their assistance was good / poor quality	How would you describe the overall quality of the shelter repair and upgrade items you received?	Select one	Excellent, good, average, poor, bad
	C.10.2	Reasons why households reported their assistance was poor or bad	If your shelter repairs / upgrades were poor or bad, why did you describe the items in this way?		Item was broken when I received it Item broke after receiving it Item was missing parts Item was inappropriate for intended use Not enough of item was provided, Other (please specify)
	C.11	Overall satisfaction in NFI assistance	Overall, how satisfied were you with your received assistance and its ability to meet your critical shelter repair/upgrade needs?"		
	C.7	% of beneficiaries experiencing challenges in collecting aid	Did you face any challenges in collecting your assistance?	Select one	Yes/No
	C.8	Overall satisfaction in NFI assistance for three most critical needs.	How satisfied were you overall with the assistance you received to meet your Non-Food-Item needs?	Select one	Very satisfied, satisfied, less satisfied, not satisfied
	Cash beneficiaries				
	D.1	Currency of cash assistance.	Did you receive your cash assistance in USD or AFN?	Select one	AFN / USD
	D.2	Amount of assistance received.	How much winterization cash assistance did your household receive between November 2019 and March 2020?	Integer	

	D.3	% of households which had a conditional part of cash assistance.	Was any part of the cash you received conditional? (Conditional cash must comply with pre-defined requirements and usually proof of purchase must be shown in order to receive additional payments)	Select one	Yes / No
	D.4.1	% of households that received advice on how to spend cash to meet winterization needs.	During or after the distribution, did anyone from the organization explain or suggest what you should spend the cash?	Select one	Yes/No/ I don't know
	D.4.2	% of assistance money spent on winterization needs	What did they say you should spend the cash on?	Select multiple	Gas cylinder / bukhari Other fuel: Charcoal / fire wood / liquid gas Winter clothing Replacement tent Shelter repair items Emergency Shelter kit Replacement of damaged tent Tools for shelter repair and upgrade, Shelter materials for upgrades, Labour plastic tarpaulin reconstruction toolkit blankets & quilts kitchen items; Water storage containers sleeping mats or mattresses Other (please specify)
			If other, please specify.	Text	
	D.5.1	% of conditional cash beneficiaries that spend the cash as specified	(If answered "yes" to Q.D.3) conditional cash beneficiaries only)), Did you spend the cash	Select one	Yes / No

			that was conditional on what the assistance provider required you to spend it on?		
	D.5.2	% of conditional cash beneficiaries that have spend conditional cash on non winterization or non shelter items.	(If answered "no" to D.5.1 conditional cash beneficiaries only)), Did you spend the conditional cash on anything other than Shelter or Winterization items?	Select one	Yes / No
	D.5.3	% of non winterization items conditional cash beneficiaries spend assistance on	(If answered "yes" to QD.5.20 conditional cash beneficiaries only)) What non-Winterization items did you spend the conditional cash on?	Select one	Food Health Education Celebration Other (please specify)
			If other, please specify.	Text	
	D.5.4	% of conditional cash beneficiaries that reported a staff member explained how the conditional cash process works	(If answered "no" to QD.3 conditional cash beneficiaries only)), Did any staff member explain how the conditional cash system works, for example, how to ask for a receipt and provide proof of purchase?	Select one	Yes / No
	D.6.1	% of households that prefer to be paid in USD.	Do you prefer to be paid in USD or AFN?	Select one	AFN / USD
	D.6.2	Reasons why households prefer USD of AFN	Why do you prefer to be paid in this way?	Select one	Poor exchange rates Vendors do not accept this currency Other (please specify)
			If other, please specify.	Text	

	D.7	Locations of cash and voucher collection	Where did you collect the cash?	Select one	Hawala shop in the city Mobile agent or shop in the city Organization's office or warehouse Government office Hawala agent came to the community Mobile agent came to the community Bank I don't know Other (please specify)
			If other, please specify.	Text	
	D.8	% of households by type of challenge they faced accessing markets.	What challenges did you face when spending the money?	Select multiple	Distance to market, security threats, no access for women, needed items were not available in the market, no access for disability, assistance could not cover basic needs due to prices of goods, difficult to exchange money
	D.9.1	Amount of assistance spent on Winterization needs	Did you spend any of the Winterization assistance on the following items?	Select yes / no for each one	Food
					Non-food items (kitchen equipment, stove, etc.)
A heating device					
Rent					
Shelter repairs or construction					
Health					
				Transportation	

					Fuel or electricity
					Education
					Savings
					Debt repayment
			If other, please specify.	Text	
	D.9.2	Amount of assistance spent on Winterization needs	(For each "yes" answer to Q.D.9.1) How much of the assistance did you spend on each item?	Select yes / no for each one	Food
					Non-food items (kitchen equipment, stove, etc.)
					A heating device
					Rent
					Shelter repairs or construction
					Health
					Transportation
					Fuel or electricity
					Education
					Savings
				Debt repayment	
		If other, please specify.	Text		
Voucher Beneficiaries					

	E.1	% of items that vouchers were eligible fore	"If answered "Vouchers" to Q B.6", What goods were your vouchers able to claim?	Select one	Gas cylinder Bukhari stove Wood Other Fuel for heating Rent Blankets and or clothing Other (please specify)
			If other, please specify.	Text	
	E.2	Locations of cash and voucher collection	Where did you collect the voucher?	Select one	Hawala shop in the city Mobile agent or shop in the city Organization's office or warehouse Government office Hawala agent came to the community Mobile agent came to the community Bank Other (please specify) I don't know
			If other, please specify.	Text	
	E.3	% of households reporting that vendors accepted items	Did the vendor/store that was supposed to accept the vouchers accept them?	Select one	Yes / No
	E.4.1	% of households that faced challenges exchanging vouchers	Did you face any challenges when exchanging the voucher?	Select one	Yes / No

	E.4.2	% of households by type of challenge they faced accessing markets.	(If answered "yes" to Q.E.4.1) What challenges did you face when exchanging the voucher?	Select multiple	Exchanging or using the voucher Distance to market, Poor quality items in store Number of items received did not match with voucher number security threats, no access for women, needed items were not available in the market, no access for disability Other (please specify)
			If other, please specify.	Text	
	E.5	% of households who reported the voucher system being explained to them by a staff member	Did an organization staff member or community official explain how the voucher should be used?	Select one	Yes / No
	Special Assistance for vulnerable beneficiaries				
	F.1	Respondents suggestions for help for accessing future winterization assistance	What form of additional help would help you accessing assistance in the future?	Select one	Assistance delivered to shelter Separate spaces for women and men A private space for breastfeeding More information in my native language Physical access for my disability A staff member to accompany me through the disruption procedure Other (please specify)
		If other, please specify.	Text		

	G.1.1	% of households that were assessed prior to assistance	Did you or any member of your household participate in any kind of assessment prior to being selected to receive winterization assistance? For example did a member of staff from the organization providing you assistance come to your shelter to ask you questions about your households winter needs?	Select one	Yes/No/I don't know
	G.1.2	% of types of assessments beneficiaries were part of	(If answered "yes" to Q.G.1.1) How was the assessment conducted?	Select one	Household was interviews by NGO staff and NGO decided Community leaders selected households with NGO staff Community leaders selected household without NGO staff Person selected by NGO picked beneficiaries No assessment was done; household just received aid Other (please specify)
			If other, please specify.	Text	
All Beneficiary distribution, frequency, quality, challenges, satisfaction and monitoring					
	H.1	% of households who received their assistance by month	In which month did you receive your first / only assistance?	Date - select the first day of the month answered	
	H.2	% of households that experienced delays in assistance	Was your assistance ever provided later than the assistance giving organisation's advised timeframe?	Select one	Yes / No

	H.3	% of households who received their assistance in a timely manner	Did you receive your assistance at a suitable time of year (early enough) for it to be effective in preparing your household for the winter?	Select one	Yes / No
	H.4	% of households that did not receive their full assistance	Did you receive the full amount of aid (cash and / or other items) that you were told you would receive, either before or during the distribution?	Select one	Yes / No / I Was not told how much I would receive
	H.5	% of households that reported a NGO staff member being present whilst receiving assistance	Was a member of staff from the organisation giving the assistance present when you received your assistance?	Select one	Yes/No
	H.6	Types of modes of transport which beneficiaries used to reach distribution points	What mode of transport did you use to travel to the distribution place?	Select one	Walk Bicycle Local transportation - check for regional translation Bus Taxi Motorbike Car Other (please specify)
			If other, please specify.	Text	
	H.7	% of households that had to travel for substantial time to receive aid	How long did you have to travel to collect the assistance (one way)?	Select one	Less than 30 minutes 30 minutes to 1 hour More than 1 hour
	H.8	% of households that faced security issues	Did you face any security concerns when traveling to or from the distribution?	Select one	Yes / No / I don't know

		when travelling to receive aid.			
	H.9.1	% of households reporting that they experienced challenges during distribution.	Did you face any challenges during the distribution?	Select one	Yes / No
	H.9.2	Challenges that respondents reported facing during distribution.	(If answered "yes" to Q.H.9.2") What challenges did you face during the distribution?	Select multiple	Had to wait 2 hours or more to get the cash Did not feel safe in the distribution location Did not feel comfortable because men and women were not separated Did not receive correct amount Did not have ID so did not receive the cash People at the distribution were rude Other (please specify)
			If other, please specify.	Text	
	H.10.1	% of beneficiaries who report experiencing improper behaviour at distribution points	Have you heard of any improper procedure/behaviour happening at the assistance distribution?	Select One	Yes/No/I don't know
	H.10.2	% of improper behaviour experienced	(If answered "yes" to Q.H.10.1) What improper procedures / behaviour did you hear of that happened at the distribution?	Select Multiple	Improper behaviour by staff at distribution Interference by local authorities Request for bribe Discrimination towards minorities Distribution made on the basis of relationships
			If other, please specify.	Text	

	H.10.3	% of places where a bribe or local tax was paid to	(If answered "Request for bribe" to Q.H.10.1) Who were they told they had to pay?	Select Multiple	Local government Armed groups Community Leadership Other (please specify) Prefer not to say
			If other, please specify.	Text	
	H.11	% of ways beneficiaries could report a complaint or problem with their assistance	What would you do if you had questions or a problem with cash distribution or in-kind assistance?	Select one	Tell community leader (IDP representative, malek, shura leader, etc.) Tell organization staff face-to-face Call the organization by phone Tell government staff Other (please specify) Nothing
			If other, please specify.	Text	
	H.12.1	% of households reporting a complaint made about Winterization assistance	Did you or any member of your household, make a complaint to the organisation providing your assistance about your Winterization assistance or its delivery?	Select one	yes no
	H.12.2	% of households reporting that their complaints were satisfactorily handled	(If answered "yes" to Q.H.12.1), Was your complaint resolved satisfactorily?	Select one	yes no
	Community relations				
2. How well did the 2019/2020	I.1	% of households where relationship with	(Beneficiaries) Did receiving the Winterization assistance have any negative impact on your	Select one	No impact on relations Created tensions with the community



ES/NFI Cluster-led Winterization response address winterization needs faced by households across Afghanistan?		community was impacted due to receiving assistance	household's relationship with the rest of the community?		Reduced tensions / improved relations with community Not sure Prefer not to say
	I.2	% of beneficiaries that believe not all households that needed assistance were awarded it	(Beneficiaries) Did any households in the community that needed Winterization assistance not receive it?	Select one	Yes/No/I don't know
	I.3	% of communities where some households were beneficiaries and others were not	(Non-beneficiaries) Did any households in your community receive assistance for Winterization?	Select one	Yes/No/I don't know
	I.4	% of households (non- beneficiaries) who felt that the assistance went to the most needy households in their community.	(Non-beneficiaries) Do you feel that the households in your community that received Winterization assistance were the most in need in the community?	Select one	Yes/No/I don't know
	I.5	% of households who reported the winterization assistance as creating tensions within their community.	(Non-beneficiaries) Did the winterization assistance program create any tensions in the community?	Select one	Created no tension Created tensions with the community Reduced tensions / improved relations with community Not sure Prefer not to say
	I.6	% of non-beneficiary households who reported the winterization assistance as having a positive effect overall in the community.	(Non-beneficiaries) Did the winterization assistance benefit the community as a whole, for example by increasing money spent in the local economy or by reducing vulnerable families reliance on community support?	Select one	Yes/No/I don't know

	Market analysis				
Market Analysis	J.1.1	% of households that used markets over the winter	Did you face any challenges accessing markets to buy Non-Food Items, food or shelter materials over the last winter?	Select one	Yes. No
	J.1.2	% of challenges households faced when accessing markets last winter.	(If answering yes to Q.J.1.1) What challenges did you face when accessing markets to buy Non-Food Items, food or shelter materials over the last winter?		Items not available long distance; transport not included in the amount of assistance provided increased prices; market closure poor quality items; no access due to snow coverage security constraints amount of conditional cash was not adequate currency - poor exchange rate currency - did not accept Other (please specify)
			If other, please specify.	Text	
	J.2	% of households reporting changes in prices of key NFIs at markets	Has the price or availability of the following items changed since last winter?	Select one yes/no (to each listed item)	increased / decreased / stayed the same / not available
					Timber for repairs
					Glass for windows
					Gas Cylinder / stove
Bukhari stove					
				Charcoal / Wood	
				Gas liquid	

					Blankets and quilts
					Warm jacket
					Cooking/kitchen items
	J.3.1	% of none listed essential winterization items which were not available at the market the last winter.	Is there any essential Winterisation Non-Food-Item that was not listed in the previous question and was not available in local markets during the last Winter?	Select One	Yes / No
	J.3.2	Types of non-listed Winterization NFI not listed.	(If answered "yes" to QJ.3.1), What was the essential Winterization Non-Food Item that was essential but not available?	Text	
	J.4	% of modes of transport to the nearest market	What mode of transport did you use to travel to the nearest market?	Select one	Walk Bicycle Local transportation - check for regional translation Bus Taxi Motorbike Car Other (please specify)
			If other, please specify.	Text	
	J.5	T% of households which can access a market in less than an hour	The last time you went to the market, how long did it take you to reach the market (one way)?	Select One	Less than 30 minutes 30 minutes to 1 hour More than 1 hour
	J.6.1	% of households reporting paying bribes to access markets	Did you have to pay a tax to anyone, either at the market or during the journey?	Select One	Yes/No/I don't know

	J.6.2	% of actors whose bribes were aid to.	(If answered "yes" to Q.J.6.1) Who did you have to pay?	Select One	Local government Armed groups Other (do not specify) Prefer not to say
	J.6.3	Average sum of bribe paid.	(If answered "yes" to Q.J.6.1) How much did you have to pay in total (AFNs)?	Integer	

2. Data Analysis Plan – Tool 2

Research questions	IN #	Indicator / Variable	Question	Question type	Choice	Choice labels
Metadata	A.1	% of females interviewed from organizations	Gender of Interviewee (Do not ask)	Choose one	Female, male, other, prefer not to say	
	A.2	% breakdown of organizations	What organization do you work for?	Select One	Mission East, ACTED, ACF, IRW, Afghani AID, NCRO, Cordaid / OHW / RRAA, ORCD, ORD, ADRA, PIN, Johanniter, NRC, DRC, IMC-UK, Concern Worldwide, Christian Aid, ZOA Refugee Care, IOM, IRC, MoRR, DoRR, Other (please specify)	
			If other, please specify	Text		
	A.3	% breakdown of job roles	What is your job role within the organization?	Select One	Programme manager Information Officer M&E Officer Other (specify)	
			If other, please specify	Text		
			Enumerator only - Does the interviewee fit within programs or monitoring, evaluation, accountability?	Do not ask this question		

				unless necessary.		
	A.4	Province	In which provinces did your organization implement the 2019/2020 winterization response which took place from November 2019 to February 2020?	Select one (drop down)	Drop down list of locations	
	Assessments and Beneficiary Selection					
			I would like to begin by asking some questions about the assessment and beneficiary selection process.			
b. How were beneficiaries and modalities of aid selected, and were regional or demographic variations taken into consideration ? /	B.1.1	% of organizations which undertook beneficiary selection assessments	Did you undertake any individual or joint assessments or beneficiary verification to select beneficiaries as part of the 2019/2020 winterisation response which took place from November 2019 to December 2020? If yes, which kind?	Select one	Individual Joint Individual and joint No assessments undertaken	
	B.1.2	% of assessments by type	(If answered individual, joint, individual and joint to Q.B.1.1) What type of beneficiary selection assessments did you undertake?	Select multiple	Needs assessment Selection profile survey Rapid Assessment; Randomized household survey Other (please specify)	
			If other, please specify	Text		
		% of orgs beneficiary assessments by month	(If answered individual, joint, individual and joint to Q.B.1.1) When did your organisation's	Select one	Months January 2019 - March 2020	
a. What						

<p>guidelines and procedures lead the response, and how well did they fit with the operational environment for aid delivery?</p> <p>/</p> <p>d. How did partners coordinate with the cluster, the government, donors, and other stakeholders in order to select beneficiaries and deliver aid.</p>			beneficiary assessments take place? (select month)			
	B.1.2	% of reasons staff reported why organizations did not undertake assessments	(If answered "no assessments undertaken" to Q.B.1.1) Why did your organisation not undertake any beneficiary assessments?	Select multiple	Time constraints Lack of resources Not necessary as beneficiary list provided by cluster, donor or other partner Access Security Other (specify)	
			If other, please specify	Text		
	B.2.1	% of organizations that work with others to select beneficiaries.	Did you work with any of the following actors when undertaking beneficiary selection? Please answer yes, no or I don't know for each option.	Yes/No	Government agencies Local community Local authority (such as DoRR, MoRR, ANDMA, BSC) Community leaders Community Development Councils Religious groups ES/NFI Shelter Cluster Other clusters Local NGOs National NGOs UN Departments INGOS	

/	c. What were the main challenges and successes experienced by stakeholders in delivering winterization aid during the 2019/2020 response and what could be done to improve performance?					
	B.2.3	% different roles stakeholders played in beneficiary selection	(If yes to Q.b.2.2 (for each item actor) What was the main role that other actors your organization worked with played in beneficiary selection for the Winterization response?	Select one for each organization worked with	Government agencies Local community Local authority (such as DoRR, MoRR, ANDMA, BSC) Community leaders Community Development Councils Local NGOs Religious groups ES/NFI Shelter Cluster Other clusters National NGOs UN departments INGOS	Access to beneficiaries Identifying most vulnerable households Beneficiary selection Beneficiary Validation Sensitization Mobilization Helping to avoid duplication Other (please specify)
	B.3	% of organizations reporting criteria source for selecting beneficiaries	What selection criteria did your organization use for selecting beneficiaries for the Winterization response?	Select one	Donor set criteria ES/NFI Cluster set criteria Government set criteria Develop own criteria Not using any criteria Other (please specify)	
			If other, please specify	Text		
	B.3.1	% of organizations reporting reviving lists from listed orgs	Which agency or organisation provided your organisation with a list of beneficiaries?		MoRR/DoRR UNHCR Other (please specify)	
	B.4	% of organizations who selected some of their beneficiaries solely based on displacement status	Did you ever select any beneficiaries solely on their displacement status for the Winterization response?	Select one	Yes/No	

	B.5.1	% of organizations that modify assessments based on region / location	Was your organization's assessment criteria modified for different regions or locations?	Select one	Yes/No/ did not work in different locations	
	B.5.2	% of organization staff reporting types of assessment modifications	(If yes to Q B.5.1) How was your beneficiary assessment criteria modified for different regions of locations?	Select multiple	Different security sensitivities Method - tablet or paper for security reasons To reflect specific vulnerabilities Other (please specify)	
			If other, please specify	Text		
	B.6.1	% of staff reporting that they would have preferred to modify assessments	Would you have preferred to use different assessments for different locations but were unable to?	Select one	Yes/No	
	B.6.2	% of staff reporting reasons why they were unable to modify assessments	(If yes to Q.B.6.1) Why were you unable to use different assessments for different locations?		Required donor approval Lack of information about modifications needed Time constraints Budget constraints Staff capacity Other (please specify)	
			If other, please specify	Text		

	B.7	% of staff reporting their biggest challenges in beneficiary selection	What is the biggest challenge your organization faced in beneficiary selection?	Text		
			If other, please specify	Text		
	B.8	% of staff reporting that their organisation faced difficulties in finding accessed beneficiaries after assessment.	Did your organisation face any difficulties in finding assessed beneficiaries after they had been assessed?	Select one	Yes/No	
	B.9	% of reasons why organisations found it difficult to find beneficiaries after assessment.	(If answered "yes" to Q.B.8.1) What difficulties did your organisation face in finding beneficiaries after they had been assessed?	Select multiple	No longer at same address Phone numbers did not work. Conflict displaced households Community representatives did not help identify them Other (please specify)	
			If other, please specify	Text		
	B.10,1	% of staff reporting that they received guidance on beneficiary assistance from the cluster	Did you receive any guidance on beneficiary selection from the ES/NFI Shelter cluster?	Select one	Yes/No	

	B.10.2	% of staff reporting by type of guidance received on beneficiary assistance from the cluster	(If answered "yes" to question B.10.1) What type of guidance did your organization receive from the cluster on beneficiary selection?	Select multiple	Beneficiary selection protocols for identifying vulnerable households Safeguarding policies Security procedures Location identification Data confidentiality protocols Data storage Other (please specify)	
			If other, please specify	Text		
			How did your organisation receive or access the cluster guidance?		Cluster website Bilaterally from the cluster Within the contract Other (please specify)	
	B.10.3	% of staff reporting that their organization followed cluster guidance on beneficiary selection	(If answered "yes" to question B.10.1) To what extent did your organisation follow the guidance provided by the cluster on beneficiary selection?	Select one	Completely followed Mostly followed Followed some guidance Did not follow	
	B.10.5	% of staff reporting improvements for cluster guidance on beneficiary selection	(If answered "yes" to question B.10.1) What suggestions do you have that would enhance the beneficiary assessment guidance from the cluster?	Text		
	B.11.1	% of staff reporting that beneficiaries has been informed in advance that they had been selected as beneficiaries	Were beneficiaries informed in advance that they had been selected for winterization assistance?	Select one	Yes/No	

	B.11.2		(If answered "yes" to Q.B.11.1) Were beneficiaries informed of how much winterization assistance they would receive and when they would receive it?	Select one	Yes/No	
	B.11.3	% of types of ways organizations inform beneficiaries of their selection	(If answered "yes" to Q.B.11.1) How does your organisation inform beneficiaries of their selection?	Select multiple	Publically posted list in community In person through regional staff In person through local partner In person through community leadership Letter Phone call SMS Email Other (please specify)	
			If other, please specify	Text		
	B.12.1	% of staff reporting that believe they capture the most vulnerable households in their assessments	(If answered individual, joint, individual and joint to Q.B.1.1) Do you believe that your assessment system captures the most in need households in the area you are assessing?	Select one	Yes/No	
	B.12.2	% of staff reporting reasons why they believe the most in need households are captured by their assessment	(If answered "yes" to Q.B.12.1) Why do you think that your organisation's assessment system does not capture the most in need households in the area you are assessing?	Select multiple	Location selected did not contain most vulnerable Barriers / discrimination from community resulted in lack of access Instability of their shelter or lack of shelter made it difficult to locate them Issues with criteria Attempted corruption	

				Misdirection of aid Other (please specify)	
		If other, please specify	Text		
B.13.1	% of staff reporting that the winterization response affected other assessments their organisation was undertaking	Did the winterization response affect any other assessments for your organisations ongoing regular humanitarian interventions/responses?	Select one	Yes / no	
B.13.2	% of reasons why staff reported that the winterization response affected other assessments their organisation was undertaking	(If answered yes to Q.B.13.1), How did the winterization response affect any other assessments that your organization was undertaking as part of their regular/ongoing humanitarian interventions/responses?	Select one	Delayed other assessments due to limited resources Delayed other assessments due to a lack of information needed Made other assessment unnecessary to conduct due to information provided Made other assessments outdated due to delays Other (please specify)	
		If other, please specify	Text		
B.14.1	% of staff reporting their organisation faced coordination challenges	Did your organization face any coordination challenges in beneficiary assessments when	Select one	Yes / no	

		in beneficiary assessments,	working with the authorities, the ES/NFI Cluster or OCHA?			
	B.14.2		(If answered yes to Q.B.14.1) What coordination challenges did your organisation face in beneficiary assessments when working with authorities, the ES/NFI Cluster and OCHA?	Text		
	B.14.3		(If answered yes to Q.B.14.1) How were these challenges resolved? Or, how could they be resolved in the future?	Text		
	B.15	% of staff reporting suggested improvements to their organizations beneficiary assessments	What would improve your organization's beneficiary selection procedure?	Select one	More guidance from the cluster More flexibility to set own criteria More input from local community More beneficiary information Using digital assessment (kobo tool), Increased time and resources given Shorter assessment needed Clearer questions Other (please specify)	
			If other, please specify	Text		
Modalities of Aid						
			This next section looks at the modalities of aid used by your organization in the Winterization response.			

	C.1.1	% of staff reporting their organisations main modality of aid	What modality of aid did your organisation use?	Select one	Unconditional cash, conditional cash, vouchers, in-kind, mixed, other.	
			If other, please specify	Text		
	C.1.2	% of staff reporting reasons why types of modalities were used	If you used more than one type of assistance, which type of assistance accounted for the majority of the aid you distributed?	Select one	Unconditional cash, conditional cash, vouchers, in-kind, other	
			If other, please specify			
	C.1.3	% of staff reporting reasons why types of modalities were used	Why did your organization use this modality of aid for the Winterization response?	Text		
	C.2	% (approximate) of households reviving assistance per organization	Approximately, how many households did your organisation provide assistance to in total, across all locations for the Winterization response from November 2019 - March 2020?	Select one	0-50, 51-200, 201-500, 501-1000, 1001-2000, 2001-5000, 5001-10,000, 10,001+	
	C.3.1	% of organizations that modified modalities of aid based on region / location	Did your organisation use the same modality of aid for all locations?	Select one	Yes/No	
	C.3.2	% of staff reporting reasons why modalities of aid did not change in different locations.	(If answered "no" to Q.C.3.1), Why did your organisation use different modalities for different locations?	Select multiple	Access issues Security issues Market availability or lack of availability Logistical issues Local custom Other (please specify)	
			If other, please specify	Text		

d. How did partners coordinate with the cluster, the government, donors, and other stakeholders in order to select beneficiaries and deliver aid.	Distribution				
			The next section of questions will address your organization's aid distribution for the Winterization response.		
	D.1.1	% of organisations whose distribution took place prior to temperatures dropping	When did your organisation's distribution take place?	Select one	Month / year
	D.1.2	% of organisations whose distribution continued after temperatures dropped.	When did your organisations distribution finish?	Select one	Month / year
	D.2.1	% of staff reporting their organisations distribution was delayed	Was your organisations distribution for winterization response delayed?	Select one	Yes/No
D.2.2	% of main reasons reported by staff why distributions were delayed.	If answered "yes" to Q.D.2.1), What was the main reasons the distribution was delayed?	Select one	Unable to procure goods/cash in time Unable to complete beneficiary selection in time Bad weather delayed distribution Conflict/insecurity delayed distribution Administrative issues (government, internal, etc.) delayed distribution Other (specify)	

		If other, please specify	Text		
D.3.1	% of staff reporting having logistical challenges with aid distribution	Did your organisation face any logistical challenges in the winterization aid distribution?	Select one	Yes/No	
D.3.2	% of staff reporting different challenges in distribution logistics by type of aid modality	If answered "yes" to QD.3.1 - and cross reference with aid modalities they provided) Which logistical challenges did you face ?	Text		
D.4.1	% of staff reporting their organisation affected other distributions they were undertaking	Did the winterization response affect any other distributions for your organisation's ongoing regular humanitarian interventions/responses?	Select one	Yes / no	
D.4.2	% of staff reporting main reason that their organisation's other distributions were effected..	(If answered yes to D.4.1), What was the main reason the winterization response affected any other distributions for your organisations ongoing regular humanitarian interventions/responses?	Select one	Unable to procure goods/cash in time Unable to complete beneficiary selection in time Bad weather delayed distribution Conflict/insecurity delayed distribution Administrative issues (government, internal, etc.) delayed distribution Other (specify)	
		If other, please specify	Text		

C.4.1	% of staff who reported their organizations adjusting their modalities of aid for vulnerable groups	Did you make any adjustments to the modality of aid for particular vulnerable groups such as elderly or female headed households?	Select one	Yes/No	
C.4.2	% of staff reporting reasons why modalities of aid were adjusted per vulnerable group	If answered "yes" to Q.C.4.1) What adjustments did your organisation makes for vulnerable groups? Please answer per group.	Select one per vulnerability	Female headed household Single parent headed household Elderly headed household Child headed household Groups with severe shelter issues - no shelter or tents etc.	Delivered in kind assistance to their shelter Delivered cash assistance to their household Provided separate queuing area at distributions Special time slot at distributions Provided additional guidance and support Did not provide any adjustments
D.5.1	% of organizations working with other stakeholders on the delivery of aid items by stakeholder group	Did your organisation work with any of the following stakeholders on the delivery of aid items for the winterization assistance distribution?	Select yes, no for each one	Government agencies Local community Community leaders ED/NFI Shelter Cluster Other clusters Local NGOs National NGOs	Yes/ No

					INGOS	
	D.5.1	% of staff reporting that their organisation faced coordination challenges in distributions when working with these groups.	Did your organisation face any coordination challenges in distributions when working with the authorities, the ES/NFI Cluster or OCHA?	Select one	Yes/No	
	D.5.2		(If answered "Yes" to Q.D.5.1) What coordination challenges did your organisation face in distributions when working with authorities, the ES/NFI Cluster and OCHA?	Text		
	D.5.3		(If answered "Yes" to Q.D.5.1) How can these coordination challenges your organisation faced when working with authorities, the ES/NFI Cluster and OCHA be resolved?	Text		
a. What guidelines and procedures lead the response, and how well did they fit with the operational environment	Reporting and Accountability					
			Thank you for your time so far. The following set of questions looks at your organisations reporting and accountability measures.			
	E.1.1	% of staff reporting that not all beneficiaries received the full assistance assigned	Did all beneficiaries receive the full amount of assistance your organization allocated to them?	Select one	Yes/No	

for aid delivery? / c. What were the main challenges and successes experienced by stakeholders in delivering winterization aid during the 2019/2020 response and what could be done to improve performance?	E.1.2	% of staff reporting reasons why beneficiaries did not receive their full assistance	If answered "no" to question E.1.1) Why did some beneficiaries not receive the full amount of assistance your organisation allocated to them?	Select multiple	Supply was not checked correctly by field team. Item was not available. Local tax Access issues Security issues Communication with supplier Other (please specify)	
			If other, please specify	Text		
	E.2	% of staff reporting types of beneficiary verification on collection of aid	How did your organisation verify that beneficiary received, or did not receive their assistance?	Select one	Assistance was not verified House to house monitoring Beneficiaries provide receipts Beneficiaries show ID and sign they have received Beneficiaries sign to say they have received. Other (please specify)	
			If other, please specify	Text		
	E.3.1	% of staff reporting that their organization has a complaints mechanism	Does your organization have a complaints mechanism for reporting?	Select one	Yes/No	
E.3.2	% of staff reporting ways in which complaints mechanisms are communicated to beneficiaries and community members	(If answered "yes" to Q.E.3.1), How was the complaints mechanism shared with beneficiaries?	Select multiple	Via staff members at distribution sites Posters Flyers / letters Via Community Leaders Via community groups Online SMS Phone		

				It is not shared Other (please specify)	
		If other, please specify	Text		
E.3.3	% of ways complaints mechanism was shared with non-beneficiaries.	(If answered "yes" to Q.E.3.1), How was the complaints mechanism shared with community members (non-beneficiaries)?	Select multiple	Posters Flyers / letters Via Community Leaders Via community groups Online SMS Phone It is not shared Other (please specify)	
		If other, please specify	Text		
E.3.4	% of staff reporting how beneficiaries and community members report complaints	(If answered "yes" to Q.E.3.1), How did beneficiaries report complaints during and after your organisations Winterization response distribution?	Select multiple	Written - complaints box Email SMS Hotline In person to staff members Via community leaders or other third parties Did not receive any responses Other (please specify)	
		If other, please specify	Text		

	E.3.5	% of ways community members reported complaints.	(If answered "yes" to Q.E.3.1),, How did community members report complaints during and after your organisations Winterization response distribution?		Written - complaints box Email SMS Hotline In person to staff members Via community leaders or other third parties Did not receive any responses Other (please specify)	
	E.3.6	% of staff reporting that there is an anonymous complaints procedure for staff	(If answered "yes" to Q.E.3.1),, How did staff members report complaints during and after your organisations Winterization response distribution?	Select multiple	Written - complaints box Email SMS Hotline In person to staff members Via community leaders or other third parties Did not receive any responses Other (please specify)	
			If other, please specify	Text		
	E.3.7	% of staff reporting approximate numbers of complaints about their winterization response	(If answered "yes" to Q.E.3.1),, How many responses did the reporting mechanism receive about the last winterization response?	Integer		
	E.3.8	% of staff reporting misdirection of aid or corruption during winterization response	(If answered "yes" to Q.E.3.1) Did the organisation receive any complaints related to misdirection of aid or corruption?	Select one	Yes/No/ Don't know/ Prefer not to day	

E.4.1	% of organizations which had a staff member present at every distribution	Was a staff member present at every distribution your organization undertook for the Winterization response?	Select one	Yes/No	
E.4.2	% of staff reporting by reason that a staff member was not present at every distribution	(If answered "no" to Q.E.4.1) Why was a staff member not present at every distribution your organization undertook for the Winterization response?		Staffing shortage Miscommunication with staff Lack of funds to pay staff Staff sickness Other (please specify)	
		If other, please specify	Text		
E.5.1	% of staff reporting ongoing monitoring assessments	Did your organisation undertake any ongoing monitoring during the response?	Select one	Yes/No	
E.5.2	% of staff reporting that beneficiaries were given follow-up guidance on how to use items.	If answered "yes" to Q.E.5.1), What kind of monitoring did your organisation undertake?	Select one	To support beneficiaries and ensure items were being used correctly Conditional cash receipt verification Ongoing complaints monitoring Other (please specify)	
		If other, please specify	Text		
E.6.1	% of organizations that have undertaken a PDM assessment	Did your organization undertaken any kind of Post Distribution Monitoring assessment?	Select one	Yes/No	
E.6.2	% of staff reporting who conducted their PDM	(If answered yes to Q.E.6.1) Who conducted the PDM?	Select one	Implementing organization Third party organization Other (please specify)	

		If other, please specify	Text		
E.6.3	% of staff reporting main lessons learnt from their PDM	(If answered yes to Q.E.6.1) What were the main lessons learnt from your organizations PDM?	Text		
E.6.4	% of staff reporting reasons why the organization did not undertake a PDM assessment	(If answered no to Q.E.6.1) , Why did your organization not undertake a Post Distribution Monitoring assessment?	Select multiple	Lack of funding to undertake assessment Lack of organizational capacity Change in security situation Change in access situation Did not feel PDM was necessary Replied on PDM by cluster Other (please specify)	
Beneficiary Communication					
		Next, there will be a few questions that relate to beneficiary communication.			
F.1	% of organizations that communicate directly with beneficiaries	Which mode of communication does your organization use most frequently to communicate with beneficiaries?	Select one	In person through staff Community meetings Letter Phone call SMS Email Do not communicate with beneficiaries Other (please specify)	
		If other, please specify	Text		

	F.2	% of staff reporting which third party they used to communicate with beneficiaries	If your organization used third parties to communicate with beneficiaries, which actors communicated with them?	Select Multiple	Local Partner National Partner Government representatives Community organizations Community leadership Cluster groups National partner organizations Did not use other actors Other (please specify)	
			If other, please specify	Text		
	F.3	% of staff reporting that they believed their beneficiary communication was successful	How successful would you rate your communication line with beneficiaries?	Select one	Very successful Successful A little successful not successful	
	F.4	% of staff reporting biggest challenge in communicating with beneficiaries by type	What is your organizations biggest challenge in communicating with beneficiaries?	Select one	Physically locating them Incorrect phone numbers Not enough phone numbers gathered Disconnected phones numbers Unreliable phone networks Language barriers Gender-based barriers Levels of literacy Staff communication skills Other (please specify)	
			If other, please specify	Text		
Targets and goals						

a. What guidelines and procedures lead the response, and how well did they fit with the operational environment for aid delivery?			The next part of this questionnaire looks at targets and goals.			
	G.1	% of staff reporting levels of collaboration on setting targets and goals with donors and the cluster	How were your organizations winterization targets and goals developed?	Select one	All set by donor In collaboration with the donor All set by the cluster In collaboration with the cluster In collaboration with donor and cluster All set within organization Other (please specify)	
			If other, please specify	Text		
	G.2	% of staff reporting that it was clear who targeted beneficiaries were.	Was it clear who the target beneficiaries should be?	Select one	Yes / No	
	G.3		Was it clear where target locations were?	Select one	Yes / No	
	G.4.1	% of staff reporting that their organizations goals were mostly or all met	To what extent did your organization meet its goals and targets?	Select one	All were met Most were met More than half were met Half were met Less than half were met None were met	
			If other, please specify	Text		

	G.4.2	% of staff reporting biggest challenge in meeting goals and targets	What is the biggest challenge your organization faces in meeting goals and targets?	Select one	Staff capacity Poor communication between field team and organization Organizational capacity Not enough staff Delays in hiring staff Public events / holidays Cash flow Access Security Staff work efficiently Other (please specify)	
			If other, please specify	Text		
	G.5	% of staff reporting types of measurements for targets and goals	How were your organization's targets and goals measured in the winterization response?	Select multiple	Activity tracking Midterm Endline PDM Other (please specify)	
			If other, please specify	Text		
	G.7.1	% of staff reporting that their organisation faced challenges in signing agreements with other agencies or the government.	Did your organisation face any challenges when signing agreements with other agencies or the government?	Select one	Yes/No	
	G.7.2		If yes to Q.G.7.1, What challenges did your organization face when signing agreements with other agencies or the government?	Text		

	Other				
	H.1.1	% of staff who reported their organisation faced difficulties with snow coverage.	Did your organisation face any difficulties due to snow coverage?	Select one	Yes/No
	H.1.2	% of reasons reported that organisations faced difficulties with snow coverage.	(If answered "yes" to Q.H.1.1) What difficulties did your organisation face due to snow coverage?		Accessing beneficiaries Security concerns Distributions delayed Assessments delayed Other (please specify)
			If other, please specify	Text	
H.2	% of staff reporting that their organisation received its donor funding on time.	Did your organisation receive its donor funding on time?	Select one	Yes/No	



3. Data Analysis Plan – Tool 3

Research questions	IN #	Question	Question Audience
Meta Data		Gender of interviewer	All Groups
		Date of interview	
		Informed consent	
		Interview start time	
		Interview end time	
	A.1	Gender of Interviewee (do not ask)	
	A.2	What cluster, government department or organization do you work for?	
	A.3	Which department do you work for?	
	A.4	What is your job role within the organization?	
	A.5	Where is your role based?	
	A.6	Which provinces did your organisation cover for the November 2019 - March 2020 winterization response?	
<p>a. How was the Winterization response coordinated between coordination bodies, government agencies and donors, taking into account frameworks and procedures?</p> <p>b. What role did coordinating bodies, the government agencies and donors have in selecting beneficiaries, locations, types and modalities of aid? How effective were they?</p> <p>c. What were the main coordination challenges</p>	B.1	What role did your organisation play in coordinating the November 2019 - March 2020 winterization response?	All groups
		Sub Question:: What level of leadership and responsibility did your organization have?	
	B.2	Sub Question:: How were roles and responsibilities of each coordination organisation decided on? How was this communicated between coordination bodies and implementing organisations?	Coordination team / RFPs
		Sub Question:: How was the coordination of the winterization response led?	All Groups except donors
		Sub Question:: How was it decided what process would be used to target beneficiaries and locations would be selected? To what extent were any tools, frameworks or processes utilized?	Coordination team / RFPs
		Sub Question:: How was the was the process of signing agreements between multiple agencies and bodies coordinated?	Coordination team / RFPs / MORR
		Sub Question:: What were the biggest challenges and lessons learned in planning the coordination of the winterization response?	

and how were they addressed?			/DORR/ OCHA
	B.3	How was the winterization response planned from a coordination perspective?	All Groups except donors
		Sub Question:: What other organisations did your organization work with the planning stages of coordination? (If no, why were no other organisations worked with?)	Coordination team / RFPs /MORR
		Sub Question:: How was your organization / department / agency involved in the selection of locations?	Coordination team / MORR
		Sub Question:: How was your organization / department / agency involved in beneficiary selection? Was it directly or through guidance? Was the same targeting/selection process followed by all partners involved in the response?	RFPs / DORR
		Sub Question:: How was your organization / department / agency involved in developing the modalities of aid?	RFPs/ TWiG / MoRR DoRR
		Sub Question:: How was coordination between different organizations working in the same location managed and communicated?	Coordination team / RFPs / MORR /DORR / OCHA
		Sub question: Did implementing organisations provide all the relevant information requested in a timely manner? Were there any gaps in their submissions?	Donors
		Sub Question: How long did it take between submitting your organisation's proposal and disbursement and receipt of funds into your account? Were there any delays? How could the process be improved?	Coordination team / RFPs
		Sub Question:: What frameworks and procedures were used to guide planning? How were they decided on? For example, procedures on how to give aid (best practices, formal procedures for cash / in-kind), deciding aid modalities, aid packages and beneficiary selection.	All groups
		Sub Question:: How consistently were guidance, frameworks and policies followed? What were the challenges in implementing partners following them?	Coordination team / RFPs / MORR /DORR
		How effective was the communication between your organization, other coordinating bodies and implementing bodies, regionally and centrally in the planning of the project?	Coordination Team and RFPs

		Sub Question:: Did the winterization response affect any ongoing regular humanitarian interventions/responses your organization was undertaking, for example in assessments and distributions? If yes, how did they affect them?	RFPs / DORR
		Sub Question:: What was challenging in the planning stages? Were these challenges overcome? If yes, how?	Coordination team / RFPs / MORR
	B.4	How well do you feel implementing organisations understood their own role and responsibilities in the winterization response?	Coordination team / RFPs / MORR /DORR / OCHA
		Sub Question:: How were roles and responsibilities of each implementing organisation decided on? How was this communicated between coordination bodies and implementing organisations?	
		Sub Question:: What parts of their role did organizations not understand well? What could be done to increase understanding of roles?	
		Sub Question:: Were activities of relevant actors in similar locations similar, consistent and coherent? Or did they overlap?	
	B.5	How was your organization involved in the allocation and distribution of funding?	Coordination Team
		Sub Question:: What kind of frameworks or procedures were used to allocated funding?	
		Sub Question:: How was funding allocated by organization and region?	
		Sub Question:: What were the challenges of allocating and distributing funding? How were challenges resolved?	
		Sub Question:: Were any funding incentives used encourage coordinating between partners, agencies or others? If yes, were incentives successful or not?	
		Sub Question:: If there were multiple partners in a funding allocation, how was the funding divided? Why was it divided in this way?	
		Sub Question:: Could funding have been allocated better? What could have been done to improve its allocation?	