

Research Terms of Reference

Afghanistan Water, Sanitation and Hygiene Dry Spell Assessment REACH Support to Water, Sanitation and Hygiene (WASH) Cluster Information Management, Afghanistan

April 2018
Version 1

REACH Informing
more effective
humanitarian action

1. Summary

Country of intervention	<i>Afghanistan</i>					
Type of Emergency	X	Natural disaster		Conflict		Emergency
Type of Crisis		Sudden onset		Slow onset	X	Protracted
Mandating Body/ Agency	<i>WASH Cluster</i>					
Project Code	<i>TBC</i>					
REACH Pillar		Planning in Emergencies	X	Displacement		Building Community Resilience
Research Timeframe	1 May – 31 July 2018					
General Objective	The overall objective of the assessment is to inform the response of the Water, Sanitation and Hygiene (WASH) Cluster for the ongoing dry spell in Afghanistan. The assessment aims at supporting the Cluster to better identify target population groups, priority areas and relevant interventions.					
Specific Objective(s)	<ul style="list-style-type: none"> Identify how population groups have been affected differently by the dry spell to better target interventions. Identify which areas are most affected by the dry spell, to inform geographic prioritization at the district level, beyond the initial provincial-level prioritization method¹ Identify the main coping mechanisms used by households to mitigate the impact of the dry spell. Identify the appropriate modalities of response for different population groups. 					
Research Questions	<ol style="list-style-type: none"> What are the districts that have been more impacted by the 2018 winter dry spell? How has the dry spell affected populations groups differently within the community, inclusive of men, women, boys and girls, as well as those dependent on agriculture or livelihoods, and in urban and rural settings? What are appropriate modalities of assistance relevant in the different dry-spell affected settings? What are the current and expected coping strategies used by affected households to mitigate the implications of the dry spell? 					
Research Type		Quantitative	X	Qualitative		Mixed methods
Geographic Coverage	Focus on 10 provinces found in the North, West, South and Central regions, selected based on the WASH dry spell prioritization criteria. This criteria consists of selecting					

¹ This provincial-level prioritization method refers to the WASH Cluster review of proportion of dry or drying water sources at provincial level, through which the 10 provinces in this assessment were prioritized.

	<p>Informal Settlements (ISETs) and Community Development Councils (CDCs) across all districts in the selected provinces, with these provinces chosen as reportedly more than 25% of water sources have already dried or are drying as a result of the 2018 winter dry spell.² These provinces are: Daykundi, Faryab, Badghis, Balkh, Farah, Hilmand, Jawzjan, Nimroz, Sari Pul and Uruzgan.</p>																			
Target Population(s)	<p>Residents of informal settlements and Community Development Councils (CDCs) in dry spell affected provinces, in which demographics of affected populations will be identified</p>																			
Data Sources	<p>Secondary Data:</p> <ul style="list-style-type: none"> - CRS (2018) Afghanistan Dry Spell: Rapid Needs Assessment and Way Forward - FAO (2018) Rapid Assessment of the 2018 Winter Dry Spell in Afghanistan - REACH (2017) Informal Settlement Profiling Project - REACH (2017) Multi-Cluster Needs Assessment in Informal Settlements in Afghanistan <p>Primary Data:</p> <ul style="list-style-type: none"> - Clean dataset containing all Key Informant (KI) data - Cleaned transcripts from all Focus Group Discussions (FGDs) 																			
Expected Outputs	<ul style="list-style-type: none"> - 1 Assessment ToR - 1 Clean dataset of KI responses - 1 Findings presentation - 45 District-level factsheets (approx. 45 depending on final number of districts covered) - 1 Executive Summary outlining key findings and contingency planning-based recommendations (max. 5 pages) 																			
Key Resources	<p>REACH Country Focal Point REACH Assessment Officer REACH Senior Field Officers and Liaison Officers REACH Enumerator Teams</p>																			
Humanitarian milestones	<table border="1"> <thead> <tr> <th colspan="2">Milestone</th> <th>Timeframe</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>Cluster plan/strategy</td> <td><i>August 2018 (Cluster Contingency Planning)</i></td> </tr> <tr> <td></td> <td>Inter-cluster plan/strategy</td> <td></td> </tr> <tr> <td></td> <td>Donor plan/strategy</td> <td></td> </tr> <tr> <td></td> <td>NGO plan/strategy</td> <td></td> </tr> <tr> <td></td> <td>Other</td> <td></td> </tr> </tbody> </table>		Milestone		Timeframe	X	Cluster plan/strategy	<i>August 2018 (Cluster Contingency Planning)</i>		Inter-cluster plan/strategy			Donor plan/strategy			NGO plan/strategy			Other	
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² All identified ISETs in selected provinces will be included in this assessment, and CDCs will be profiled by WASH Cluster partners prior to this assessment's data collection, to ensure vulnerable locations are purposively selected.

Access	X	Public (available on REACH research center and other humanitarian platforms)
		Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)
		Other
Visibility	<i>WASH Cluster and REACH</i>	
Dissemination	<i>WASH Cluster joint analysis workshop in-Country, presentation of findings during Cluster meeting and IMWG meeting, country level mailing list, upload on web portals (REACH, Humanitarian Response Info, ReliefWeb, and other relevant platforms)</i>	

2. Background & Rationale

Afghanistan is highly dependent on livestock and agriculture. Moreover, a large proportion of the population has faced multiple displacements, with conflict and returnee influxes expected to carry on throughout 2018. The winter wet season is a critical period throughout the year for harnessing successful food production and agricultural inputs for the entire year, as well as for replenishing community water sources. However, compared to national multi-year averages and based on actualized rainfall, the winter wet season for 2017/2018 has been uncharacteristically dry due to La Nina conditions. This dryness indicates an impending humanitarian crisis with those dependent on limited water resources as well as communities reliant on agriculture and livestock are also likely to face significant WASH concerns in the upcoming months, facing critical conditions in July to September 2018.

Accordingly, contingency planning by the WASH Cluster is essential and ongoing. As part of the contingency planning, this assessment is to inform the Cluster and its partners on the way in which vulnerable communities and households can be identified. This is critical in facilitating an efficient and effective response. It is for this reason that REACH and the WASH Cluster are collaborating to conduct this assessment, that compares the ways in which vulnerable households can be identified and recognise the different coping mechanisms in place between households in informal settlements, where access to WASH resources are limited, and at CDC level in both urban and rural areas, where WASH-based vulnerabilities differ depending on reliance on agriculture and livestock. Together this supports contingency planning and prioritization of the WASH Cluster, provides advocacy tools to support funding for the crisis and encourages effective beneficiary selection by WASH partners in the field.

3. Research Objectives

The main objective of the assessment is inform the evidence-based contingency planning of the Water, Sanitation and Hygiene (WASH) Cluster in light of the ongoing dry spell in Afghanistan. Specifically, this research intends to:

- Identify how population groups have been affected differently by the dry spell to better target interventions.
- Identify which areas are most affected by the dry spell, to inform geographic prioritization at the district level, beyond the initial provincial-level prioritization method³
- Identify the main coping mechanisms used by households to mitigate the impact of the dry spell.
- Identify the appropriate modalities of response for different population groups.

4. Research Questions

1. What are the districts that have been more impacted by the 2018 winter dry spell?
2. How has the dry spell affected populations groups differently within the community, inclusive of men, women, boys and girls, as well as those dependent on agriculture or livelihoods, and in urban and rural settings?
3. What are appropriate modalities of assistance relevant in the different dry-spell affected settings?

³ This provincial-level prioritization method refers to the WASH Cluster review of proportion of dry or drying water sources at provincial level, through which the 10 provinces in this assessment were prioritized.

4. What are the current and expected coping strategies used by affected households to mitigate the implications of the dry spell?

5. Methodology

5.1. Methodology overview

This assessment will have two stages, with the majority of data collection taking place in the first stage through closed-question Key Informant (KIs) interviews at Community Development Councils (CDCs)⁴ and informal settlement level. These KIs will consist of knowledgeable community members, such as community leaders, teachers and elders. KIs in ISETs will be approached using existing networks and KIs at CDC level will be identified through REACH and WASH Cluster partner networks and identification in the field. These KI interviews will be aggregated to give a general indication of priority districts within each of the 10 included provinces, expecting to cover approximately 45 districts, with an average of 15 KIs per district⁵. Following the KI interviews, a round of open-question Focus Group Discussions (FGDs), 2 per each of the 10 provinces, in one of the most vulnerable identified districts, will be used to follow up on and explain key findings from KIs. In each province, one FGD will be completed with male and one with female participants to capture both male and female perspectives.

5.2. Population of interest

The assessment will take into consideration dry spell affected populations within informal settlements and within CDCs. Indicators will be designed to capture how different community members (men, women, boys and girls) are affected by the dry spell, and seek to identify which community members are made more vulnerable as a result of the dry spell (such as those dependent on agriculture or livestock).

5.3. Secondary data review

In coordination with relevant clusters and partners, REACH will gather and review all available secondary sources pertinent to this current and previous dry spells in Afghanistan. In particular, food security focused rapid assessments conducted by FAO and CRS in March and April 2018 will be used to inform context and a preliminary indication of the types of coping mechanisms used by different populations within dry spell affected communities. This understanding of coping strategy use will build upon, among other resources, previous dry spell assessments conducted in Afghanistan and the REACH Multi-Cluster Needs Assessment findings from 2017.

In addition, the REACH Informal Settlement (ISETs) Master List will be used to identify ISETs in the relevant provinces. Ongoing data collection by WASH Cluster partners to identify a master list of dry spell affected CDCs will be used to identify CDCs for data collection. The assessment will focus on districts in which both ISETs and CDCs can be found to allow comparison between the two population types. As such, final sample sizes indicated below will be clarified once the WASH Cluster have completed their CDC identification process, at the end of April.

5.4. Primary Data Collection

The assessment will primarily draw on Key Informant Interviews (KIIs) with community figures that are able to confidently talk about the conditions of their community, such as leaders, teachers and elders. These KIIs will be conducted using a closed-question questionnaire, designed in close collaboration with the WASH Cluster. This questionnaire will draw upon core indicators used by the WASH Cluster, to allow complementarity and comparability between this, existing and future WASH assessments in Afghanistan.

One KI will be identified in each informal settlement or CDC, representing the community. To allow comparison between ISET communities and CDCs, and between CDCs in urban and rural settings, KIIs will be identified in each setting.

⁴ CDCs are communities in which a democratically elected body operate to strengthen the local governance and social development of the inhabitants.

⁵ The number of KIs interviewed per district will vary depending on the number of identified ISETs and CDCs in each district and on the typology of the district (urban/rural).

Accordingly, the following number of KIIs are expected to take place, although the total number of CDC interviews will be confirmed following the identification of CDCs through the WASH data collection exercise:

Provinces	Approx. ISET KIIs	Approx. Urban CDC KIIs	Approx. Rural CDC KIIs
Badghis	20	Total approx. 500 Precise number of KIIs to be confirmed	Total approx. 500 Precise number of KIIs to be confirmed
Balkh	120		
Daykundi	78		
Farah	43		
Faryab	46		
Helmand	38		
Jawzjan	46		
Nimroz	11		
Sar e Pul	62		
Uruzgan	60		

The above number of ISET KIIs is based on the number of ISETs profiled in the 10 provinces included in this assessment. The above stated number of CDC interviews intended for inclusion in this assessment is an approximation, with the precise number of KIIs to be calculated based on how many prioritised CDCs are identified during the WASH partner data collection process across the 10 provinces. Data collection will be conducted using Open Data Kit (Kobo Toolbox), and will be uploaded every evening by enumerators. This allows for data to be collected efficiently and restraints can be imposed.

Following these KIIs, FGDs with community members in one dry spell affected district in the each province will be conducted to supplement findings from the closed-question KIIs, providing context to the KI data collection and ensuring a greater understanding of the implications of findings, within the scope of contingency planning by the WASH Cluster. The FGD tool will be designed after preliminary findings from the KIIs have been identified and will be designed in close collaboration with the WASH Cluster. These FGDs will contain between 6 and 8 participants, with participants selected by approaching pre-existing networks of knowledgeable community members and snowballing among their connections to increase the range of perspectives included in the FGDs. Both REACH and WASH Cluster networks will be explored to capture a variety of voices. Of the 20 FGDs, half will be conducted with male respondents and half with female respondents, to capture female perspectives, which will likely be lacking in the KIIs, given the demographics of community leaders and elders in Afghanistan. When permission is provided, audio of the discussion will be recorded and translated, providing a full English transcription.

5.5. Data Analysis Plan

The data collected by REACH during the KI interviews will be entered in to Kobo Toolbox forms on smartphones; tools which will be developed by REACH in collaboration with the WASH Cluster for this assessment. The following details indicators drafted for inclusion in this assessment:

Indicator group / sector	Indicator / Variable
Key characteristics	Enumerator name
	Date of Key Informant Interview
	Mode of data collection
	Location of Interview
	KI Details
Typology	Typology of location

Demographics	Estimated total population, disaggregated by gender
	Age groups
Key Vulnerabilities	Number of people with disabilities
Displacement	Displacement status
WASH Conditions	Water source dependence
	Water usage
	Latrine dependence
Livelihoods	Primary sources of income
	Economic impact of dry spell
	Implications of dry spell on agriculture
	Implications of dry spell on livestock
Health	Health implications of the dry spell
	Implications of dry spell on health of men, women, boys and girls
Coping Mechanisms	Use of coping strategies as a result of the dry spell
	Anticipated use of coping strategies as a result of the dry spell
Needs	Priority Needs - Immediate response
	Priority Needs - Resilience building
Assistance	Assistance received
	Barriers to assistance

The data provided via Kobo will be triangulated with secondary data sources and ultimately FGD findings where appropriate, to fully inform the above stated research questions. Data analysis plans will be designed in close collaboration with the WASH cluster and will include focus on the differences between informal settlement and CDC-level respondents to identify which present greater or varied vulnerabilities.

From this analysis, a findings presentation for the WASH Cluster and WASH Cluster partners, as well as the Information Management Working Group (IMWG) will take place. In addition, the clean KI dataset will be made publicly available on the Humanitarian Data Exchange (HDX) and findings will be aggregated to generate approx. 45 district-level factsheets which can be used for advocacy purposes by the WASH Cluster. Data will be aggregated to district level in the following ways:

- Continuous variables (e.g. #, %): average across all ISETs/CDCs.
- Categorical variables (select one): most commonly selected option reported across all ISETs/CDCs, with proportion of ISETs/CDCs reporting each option.
- Categorical variables (select multiple): top x most commonly selected options across all ISETs/CDCs with proportion of ISETs/CDCs reporting each option.
- Open text questions: translated and reported qualitatively (few anticipated of this nature, given the tool).

Finally, an executive summary of key findings of approximately 5 pages will be produced, inclusive of recommendations to the WASH Cluster for their ongoing contingency planning.

6. Product Typology

Table 1 : Type and number of products required

Type of Product	Number of Product(s)	Additional information
ToR	1	1x Assessment ToR
Factsheet	45	1x Factsheet per district included in assessment

Dataset	1	1x Clean Key Informant Dataset
Transcripts	20	20x Transcripts of translated FGDs available to share, available in word documents on the resource centre
Map	1	1x Reference map of priority provinces plus relevant heat maps developed during analysis
Presentation	1	1x Findings presentation
Executive Summary	1	1x Executive Summary of key findings and recommendations

7. Management arrangements and work plan

7.1. Roles and Responsibilities, Organogram

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Define research scope	Assessment Manager	CFP	Cluster and REACH HQ	Partners
Define indicator list and questionnaire	Assessment Manager	CFP	Cluster and REACH HQ	Partners
Define sample size	Assessment Manager	CFP	Cluster and REACH HQ	Partners
Organise data collection	Assessment Manager	CFP	Cluster and REACH HQ	Partners
Conduct data cleaning	Assessment Manager	CFP	Cluster and REACH HQ	Partners
Produce analysis plan	Assessment Manager	CFP	Cluster and REACH HQ	Partners
Design factsheets	Assessment Manager	CFP	Cluster and REACH HQ	Partners
Conduct analysis	Assessment Manager	CFP	Cluster and REACH HQ	Partners
Present findings	Assessment Manager	CFP	Cluster and REACH HQ	Partners
Produce factsheets	Assessment Manager	CFP	Cluster and REACH HQ	Partners
Draft and publish executive summary	Assessment Manager	CFP	Cluster and REACH HQ	Partners

Responsible: the person(s) who execute the task

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

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

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

7.2. Resources: HR, Logistic and Financial

In terms of resources mobilisation:

- Enumerators will be hired on temporary contracts, fitting with data collection timelines, with payment inclusive of transport costs.
- Data collection tools, such as smartphones with Kobo, have already been purchased.

7.3. Work plan

Task	May				June				July				August			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Kick off meeting with clusters	■															
ToR Validation	■															
Secondary data review	■	■														
Research design including tool		■	■													
Train SFOs and enumerators				■												
KII data collection and cleaning					■	■										
Data analysis						■	■									
Draft factsheet design							■	■								
FGD data collection									■							
Present findings									■	■						
Produce factsheets										■	■					
Write executive summary											■	■	■			
Dissemination														■	■	■

8. Risks & Assumptions

Table 3: List of risks and mitigating action

Risk	Mitigation Measure
<i>Settlement populations are unwilling to participate in assessment</i>	Clear communication about the objectives of the assessment to help relay the value of the data collected.
<i>Security concerns prevent data collection</i>	Daily monitoring of security situation to identify safe periods of data collection; data will be collected by phone call in unsafe situations.
<i>Women are less likely to be represented given the male dominance as community leaders and elders in ISETs and CDCs</i>	Integration of gender specific questions into questionnaire to capture women and child relevant findings from male respondents. REACH will endeavour to hire female enumerators to capture responses of identified female KIs. Half of the FGDs conducted at the end of data collection will be held with female respondents to capture female perspectives on KI findings.

9. Monitoring and Evaluation

Table 4 : Monitoring and evaluation targets

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Methodology	Focal point	Tool	Research-specific information
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products	# of downloads of x product from Resource Center	User monitoring	Country request to HQ	User_log	Y
	Number of individuals accessing IMPACT services/products					
		# of downloads of x product from Relief Web		Country request to HQ		Y
		# of downloads of x product from Country level platforms		Country team		Y
		# of page clicks on x product from REACH global newsletter		Country request to HQ		Y
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly		Country team		Y
	# of visits to x webmap/x dashboard		Country request to HQ		N	
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Reference monitoring	Country team	Reference_log	WASH Cluster Dry Spell Contingency Planning references
		# references in single agency documents				
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and	Perceived relevance of IMPACT country-programs	Usage M&E	Country team	Usage_Feedback and Usage_Survey templaye	WASH Cluster requested to complete surveys in August 2018

	delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products					
		Perceived usefulness and influence of IMPACT outputs				<i>Usage survey will be conducted in August 2018, following the release of final outputs, with the WASH cluster.</i>
		Recommendations to strengthen IMPACT programs				
		Perceived capacity of IMPACT staff				
		Perceived quality of outputs/programs				
		Recommendations to strengthen IMPACT programs				
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Engagement Monitoring	Country team	Engagement_log	Track participation in research design development
		# of organisations/clusters inputting in research design and joint analysis			Engagement_log	Feedback considered from WASH Cluster partners
		# of organisations/clusters attending briefings on findings;			Engagement_log	Presentation of key findings with WASH Cluster and partners

10. Documentation Plan

The following key documents and outputs should be filed for future reference:

- Assessment Terms of Reference
- Consolidated secondary data review matrix
- Primary data collection tracking matrix
- Clean primary datasets
- Primary data cleaning logs

11. Annexes

Administrative Data	
Project Name	Afghanistan Water, Sanitation and Hygiene Dry Spell Assessment
Project Code	TBC
Donor	UNICEF/WASH Global Cluster
Project partners	ACTED, IMPACT initiatives, WASH Cluster
Project Description	<p>This assessment is to inform the evidence-based contingency planning of the Water, Sanitation and Hygiene (WASH) Cluster in light of the ongoing dry spell in Afghanistan.</p> <p>It will achieve this objective in two data collection stages. The majority of data collection taking place in the first stage through closed-question Key Informant (KIs) interviews at Community Development Councils (CDCs)⁶ and informal settlement level. These KIs will consist of knowledgeable community members, such as community leaders, teachers and elders. These KI interviews will be aggregated to give a general indication of priority districts within each of the 10 included provinces, expecting to cover approximately 45 districts, with an average of 15 KIs per district⁷. Following the KI interviews, a round of open-question Focus Group Discussions (FGDs), 1 per each of the 10 provinces, in one of the most vulnerable identified districts, will be used to follow up on and explain key findings from KIs.</p>
Project Data Contacts	vincent.annoni@impact-initiatives.org ; megan.henery@impact-initiatives.org
DMP Version	20 April 2018 V1
Related Policies	
Data Collection	
What data will you collect or create?	<p>This research contains two stages of data collection 1. Secondary data review 2. Primary data collection.</p> <ol style="list-style-type: none"> 1. Secondary data review: REACH will request to use all relevant currently available data sources to identify informal settlements and relevant sector-specific assessments. 2. Primary data collection: Primary data will be collected by REACH data collectors through key informant interviews and focus group discussions. The primary data will be collected using ODK forms (where security permits) for KIIs and using paper forms for FGDs, and the processed data will be shared with all stakeholders.
How will the data be collected or created?	REACH will deploy data collection teams to identified locations at informal settlement and CDC level. Data will be sent to ODK-based server by data collection teams. The REACH database officer will review incoming data for

⁶ CDCs are communities in which a democratically elected body operate to strengthen the local governance and social development of the inhabitants.

⁷ The number of KIs interviewed per district will vary depending on the number of identified ISETs and CDCs in each district and on the typology of the district (urban/rural).

	<p>potential errors; check and verify any possible corrections with the data collection teams. Once data collection is completed, the final dataset is exported and checked for errors, with any verifications and corrections made, recorded in a data cleaning log. Raw and master databases, and transcripts of qualitative data are saved on the REACH server using REACH file name & document title standards.</p> <p>Electronic File Name: REACH_Countrycode_typeofdocument_Crisisname_mandatingbody_MonthYear</p> <p>Document Title: Countrycode_producttype_crisisname_monthYear</p>
<p>Documentation and Metadata</p>	
<p>What documentation and metadata will accompany the data?</p>	<p>For better understanding and reuse of this assessment result as secondary data by stakeholders, REACH will produce a package of data, which contains cleaned databases and sets of outputs.</p> <p>REACH will also add meta-data in the data-set of this assessment which contain:</p> <ol style="list-style-type: none"> 1. Methodology of the assessment 2. Limitations of the methodology 3. Year of the survey 4. Geographical coverage of the survey 5. Tag of sectors/thematic covered by the assessment 6. Description of any composite variables created 7. Data cleaning log
<p>Ethics and Legal Compliance</p>	
<p>How will you manage any ethical issues?</p>	<p>In accordance with the Code of Ethics and Conduct, REACH will ensure that every person from whom data is gathered for the purposes of research consents freely to the process on the basis of adequate information. They will also be able, during the data gathering phase, to withdraw freely or modify their consent and to ask for the destruction of all or part of the data that they have contributed.</p> <p>Throughout training of assessment teams, it will be emphasized that participants are not obliged to provide information they feel poses a risk to their well-being or if they feel this may cause a threat to their personal safety. Through constant feedback, such instances are reported to inform continuous improvements to training. Personal identifiable information will not be publicly disseminated to minimize/eliminate protection concerns for the assessed population. All data will be aggregated to a location and no household identifiers will be publicly visible from the reports and maps. If agencies request the raw data containing household identifiers, then the sensitive name/contact details will be removed and replaced with a unique key so that the identifier information can be re-connected at a later date, based on protection standards. If there is a further request for the names, REACH will contact OCHA (or in the case of secondary data, the discloser of this data) to examine whether the requesting agency can receive the identifier data or not, and if so, under which conditions.</p> <p>REACH will not collect personally identifiable data. REACH will include a request for consent within assessments to share household level information collected, which will only occur under the following circumstances:</p> <ul style="list-style-type: none"> - For REACH internal use for the purposes of data management (i.e. avoiding duplicate data collection) - With donor / partner organization where data-sharing agreement exists, and only for humanitarian purposes - With partner organization and/ or agency where specific and urgent need occurs, for example urgent medical needs or for other referral mechanism. - With the owner (i.e. the assessed party) of the information if requested.

	<p>REACH will work closely with relevant clusters to ensure assessment methodologies, indicators and analysis is sensitive to gender concerns and wider protection issues. Data collected will be disaggregated by age and gender, with the ability to identify vulnerable households. REACH will also work with relevant agencies in protection and health to ensure the referral of urgent cases. Specifically, all questionnaires and assessments will be designed in coordination and collaboration with relevant cluster leads, including Protection, Food security, WASH, Education, Health and displacement, with close coordination with OCHA. The sensitivity of questions is reviewed in coordination with protection colleagues. Specific protection assessments will be defined in close liaison with the protection cluster at a later stage.</p>
<p>How will you manage copyright and Intellectual Property Rights (IPR) issues?</p>	<p>The anonymized dataset will be uploaded on the OCHA HDX web portal under open data license. Any anonymized secondary data that is incorporated in datasets uploaded on the OCHA HDX web portal will be fully referenced acknowledging the original data source.</p>
<p>Storage and Backup</p>	
<p>How will the data be stored and backed up during the research?</p>	<p>REACH will be responsible for data storage, back up, and data recovery. Multiple data storages will be used to maximize data security, as outlined below:</p> <ol style="list-style-type: none"> 1. ODK-based server: The ODK server will be administrated by Impact HQ GIS team in Geneva, to which a limited number of REACH staff will have access (the device setting will only contain the URL of the forms and no password) and whenever any data is requested as per guidelines, it will be extracted from ODK-based server. 2. REACH country server: <ol style="list-style-type: none"> a. Pre Data Collection: Before starting any assessment, specific separate folders will be made for each assessment (considering REACH documentation system) and will be protected by passwords b. During Data Collection: A daily backup will be extracted from ODK server into and saved as an xls file in the specific assessment folder. c. Post Data Collection: After completion of data collection REACH database officer will clean the data according to data cleaning guidelines and stop accepting submissions into ODK server for the specific assessment. Raw and cleaned data sets will be stored on the REACH country server xls format. <p>REACH global cloud: The final cleaned database of the assessment will be stored by REACH HQ Geneva on the REACH Global Server in the CERN.</p>
<p>How will you manage access and security?</p>	<p>The access policy to the data will differ by the time of assessment (during assessment and after assessment).</p> <ol style="list-style-type: none"> 1. During assessment: only designated technical staff (REACH GIS officer, Assessment officer, and database officer) will have access to ODK-based server. <p>After assessment: when data collection process is completed the cleaned anonymised data will be uploaded on the OCHA HDX web portal under open data license.</p>
<p>Selection and Preservation</p>	

Which data should be retained, shared, and/or preserved?	REACH will not destroy any of the data set included in this research but will apply information anonymisation policy (replacing sensitive fields in the data into codes) to ensure the sensitive information of households will not be shared with irrelevant parties.
What is the long-term preservation plan for the dataset?	Due to data security REACH will not keep any paper form (hard filling) from this assessment's data-set, The data set of this assessment will be archived virtually on the REACH country server, and global cloud as REACH primary data. REACH or other stakeholders can benefit from this information in future assessments, reports, and proposals.
Data Sharing	
How will you share the data?	The processed data (completed, cleaned, analysed, and validated data) will be shared with all stakeholders through HDX web portal, humanitarianresponse.info website and REACH resource center. A copy of the dataset will be provided to cluster Information Managers upon request. Any anonymized secondary data incorporated in these datasets will be fully referenced, acknowledging the original data source.
Are any restrictions on data sharing required?	REACH will apply restrictions only on those data-sets which contain sensitive information such as beneficiary contact details, personal information and complainant identity. REACH will apply an anonymisation policy, unlinking all sensitive information from the dataset while ensuring a unique record identifier is in place that enables reconnection of the information. If there is a further request for the sensitive information, REACH will contact OCHA (or in the case of secondary data, the Discloser of the data) to examine whether the requesting agency can receive the identifier data or not, and if so, under which conditions. No data will be disseminated before completing the data process (data cleaning and data validation).
Responsibilities	
Who will be responsible for data management?	REACH will be responsible for the assessment's data-flow and implementation of DMP and every single step of data collection and data process will be managed by REACH database officer. REACH will take lead in collaborative researches across partners and every server of partners will share their forms to REACH server.

Adapted from:

DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation

1. Centre. Available online: <http://www.dcc.ac.uk/resources/data-management-plans>