|  |
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| **10 janvier 2017** **Première version** | **C:\Users\Megan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\REACH logo white (for a coloured background).jpg** |

# 1. Summary

|  |  |
| --- | --- |
| **Country of intervention** |  |
| **Type of Emergency** |  | Natural disaster |  | Conflict |  | Emergency |
| **Type of Crisis** |  | Sudden onset  |  | Slow onset |  | Protracted |
| **Mandating Body/ Agency** |  |
| **Project Code** |  |
| **REACH Pillar** |  | Planning in Emergencies  |  | Displacement |  | Building Community Resilience |
| **Research Timeframe** |  |
| **General Objective** |  |
| **Specific Objective(s)** |  |
| **Research Questions** |  |
| **Research Type** |  | Quantitative |  | Qualitative |  | Mixed methods |
| **Geographic Coverage** |  |
| **Target Population(s)** |  |
| **Data Sources** | **Secondary Data:****Primary Data:** |
|  |
| **Expected Outputs** |  |
| **Key Resources** |  |
| **Humanitarian milestones** |  |
| **Milestone** | **Timeframe** |
|  | Cluster plan/strategy |  |
|  | Inter-cluster plan/strategy  |  |
|  | Donor plan/strategy  |  |
|  | NGO plan/strategy  |  |
|  | Other  |  |
| **Audience** |  |
| **Audience type** | **Specific actors** |
|  | Operational | *Specify here.* |
|  | Programmatic |  |
|  | Strategic |  |
|  | Other |  |
| **Access**  |  |  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** |  |
| **Dissemination**  |  |

# 2. Background & Rationale

# 3. Research Objectives

# 4. Research Questions

# 5. Methodology

##### 5.1. Methodology overview

##### 5.2. Population of interest

##### 5.3. Secondary data review

##### 5.4. Primary Data Collection

##### 5.5. Data Analysis Plan

# 6. Product Typology

Table 1 : Type and number of products required

|  |  |  |
| --- | --- | --- |
| **Type of Product** | **Number of Product(s)** | **Additional information** |
| Report |  |  |
| Situation Overview |  |  |
| Profile |  |  |
| Factsheet |  |  |
| Presentation |  |  |
| Map |  |  |
| Interactive Dashboard |  |  |
| Web Map |  |  |
| Other(s) |  |  |

# 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** |
|  |  |  |  |  |
|  |  |  |  |  |

***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

##### 7.3. Work plan

# 8. Risks & Assumptions

Table 3 : List of risks and mitigating action

|  |  |
| --- | --- |
| **Risk** | **Mitigation Measure** |
|  |  |
|  |  |

# 9. Monitoring and Evaluation

Table 4 : Monitoring and evaluation targets

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **Indicator** | **Target** | **Data collection methodology** |
|  |  |  |  |
|  |  |  |  |

# 10. Documentation Plan

# 11. Annexes

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

# Annex 1 : Data Management Plan

|  |  |
| --- | --- |
|  |  |
| **Administrative Data** |
| Project Name |  |
| Project Code |  |
| Donor |  |
| Project partners |  |
| Project Description |  |
| Project Data Contacts |  |
| DMP Version |  |
| Related Policies |  |
| **Data Collection** |
| What data will you collect or create? |  |
| How will the data be collected or created? |  |
| **Documentation and Metadata** |
| What documentation and metadata will accompany the data? |  |
| **Ethics and Legal Compliance** |
| How will you manage any ethical issues? |  |
| How will you manage copyright and Intellectual Property Rights (IPR) issues? |  |
| **Storage and Backup** |
| How will the data be stored and backed up during the research? |  |
| How will you manage access and security? |  |
| **Selection and Preservation** |
| Which data should be retained, shared, and/or preserved? |  |
| What is the long-term preservation plan for the dataset? |  |
| **Data Sharing** |
| How will you share the data? |  |
| Are any restrictions ondata sharing required? |  |
| **Responsibilities** |
| Who will be responsible for data management? |  |
|  |  |

Adapted from:

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

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

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

# Annex 3 : Dissemination Matrix

# Annex 4 : M&E Matrix