|  |  |
| --- | --- |
| **Research Terms of Reference**  **Joint Market Monitoring Initiative (JMMI)**  **MSNA and support of Cash Working Group in Libya** | |
| **29.08.2017**  **V1** | **C:\Users\Megan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\REACH logo white (for a coloured background).jpg** |

# 1. Summary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country of intervention** | *Libya* | | | | | | |
| **Type of Emergency** |  | Natural disaster | ***x*** | Conflict | |  | Emergency | |
| **Type of Crisis** |  | Sudden onset |  | Slow onset | | ***x*** | Protracted | |
| **Mandating Body/ Agency** | *OFDA* | | | | | | |
| **Project Code** | *14iADR* | | | | | | |
| **REACH Pillar** |  | Planning in Emergencies | ***x*** | Displacement | |  | Building Community Resilience |
| **Research Timeframe** | April – December 2017 | | | | | | |
| **General Objective** | To inform the Libya Cash & Markets Working Group (CMWG) and guide market-based responses in Libya. | | | | | | |
| **Specific Objective(s)** | To provide price information on basic commodities in assessed markets to organizations operating market-based response programs in Libya. | | | | | | |
| **Research Questions** | 1. What are the price characteristics (median and price range) of basic commodities in Libya? 2. What are the geographical variations and trends over time of prices of basic commodities across the assessed areas in Libya? 3. What are the costs associated with the Libya-specific SMEB?[[1]](#footnote-1) | | | | | | |
| **Research Type** | ***x*** | Quantitative |  | Qualitative | |  | Mixed methods |
| **Geographic Coverage** | Key urban areas in Libya | | | | | | |
| **Target Population(s)** | Shops in key urban areas | | | | | | |
| **Data Sources** | **Secondary Data:**  Needs assessments, market assessments, macro papers and CBI reports, mainly from WFP, REACH Initiative, Mercy Corps and DRC. Arabic sources – such as Afrigatenews.net.  **Primary Data:** | | | | | | |
| Price data from shops collected on a monthly basis | | | | | | |
| **Expected Outputs** | 1. 7 monthly factsheets 2. 1 analysis of longitudinal data | | | | | | |
| **Key Resources** | * REACH remote country team * REACH in-country team and implementing partners * REACH global team * CMWG: coordinator and member organisations | | | | | | |
| **Humanitarian milestones** | *The JMMI will inform overall humanitarian planning in Libya as it will feed into the humanitarian milestones such as the HNO and HRP round of 2018.* | | | | | | |
| **Milestone** | | | | **Timeframe** | | |
| ***x*** | Sector plan/strategy | | | *Humanitarian Programme Cycle Updates and/or Milestones* | | |
|  | Inter-cluster plan/strategy | | |  | | |
|  | Donor plan/strategy | | |  | | |
|  | NGO plan/strategy | | |  | | |
|  | Other | | |  | | |
| **Audience** | *All humanitarian actors implementing market-based interventions in Libya as well as other humanitarian stakeholders* | | | | | | |
| **Audience type** | | | | **Specific actors** | | |
|  | Operational | | |  | | |
| ***x*** | Programmatic | | | *Partner organisations/agencies such as UN agencies, NGOs, …* | | |
| ***x*** | Strategic | | | *OCHA + humanitarian community; Donors* | | |
|  | Other | | |  | | |
| **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** | The factsheets have visibility of the Libya Cash & Markets Working Group (CMWG) and REACH. The final study will have joint visibility of OFDA, the CMWG, as well as REACH and contributing partners from the CMWG. The dissemination emails for all outputs are sent on behalf of the CMWG coordinator and have CMWG visibility only. | | | | | | |
| **Dissemination** | The factsheets as well as the final longitudinal study are disseminated through REACH’s SendinBlue account to the dissemination list provided by the CMWG. The dissemination list includes sector leads, donors, organisation focal points and other relevant humanitarian actors involved in the Libya response. Furthermore, all outputs are published on the REACH Resource Centre and available publicly, as well as shared on online platforms such as ReliefWeb and HumanitarianResponse. | | | | | | |

# 2. Background & Rationale

As of April 2017, almost 300.000 people are internally displaced in Libya due to conflict[[2]](#footnote-2) and an estimated 1.3 million are in need of humanitarian assistance, according to the 2017 Humanitarian Needs Overview (HNO).[[3]](#footnote-3) On top of the complex displacement dimension, Libya has been suffering from severe economic downturn and a political stalemate. Consequently, access to basic goods and services has become a primary challenge as many people face decreasing purchasing power due to liquidity and inflation challenges. While 96% of IDPs are estimated to have access to markets, many indicate steep price increases and limited access to cash.[[4]](#footnote-4) In this environment, with households struggling to meet basic needs, humanitarian organizations are increasingly scaling-up cash-based interventions to mitigate households reverting to negative coping mechanisms. Such market-based responses require markets to function properly, and to provide basic goods and services continuously.

Little is known about the present state of market systems in Libya. It is assumed that in light of protracted conflict, supply chains may have been affected, impacting the stability of both quantity and quality of goods. However, relevant market dynamics, such as the impact of the liquidity crisis, are not fully understood by the humanitarian community. This, in turn, impedes the provision of an effective and efficient response to vulnerable population groups. In an effort to better understand market systems, the Libya Cash & Markets Working Group (CMWG) has initiated two initiatives: The joint market assessment and the joint market monitoring initiative (JMMI).

To date, no comprehensive market monitoring has taken place in Libya. Libya Cash & Market Working Group (CMWG) members, DRC (in Fezzan area) and ACTED (in Benghazi area) have been ad-hoc collecting basic item prices in a few locations, but have not been able to consolidate and analyse the raw data. Similarly, Mercy Corps collected market price data in the city of Sirte, but without any streamlined indicators and jointly pre-defined minimum expenditure basket. Hence, there is a need for a joint process with dedicated capacity that will use this data as a starting point.

REACH works with the CMWG to establish market functionality, access, and price monitoring systems to collect data in key urban areas on a monthly basis in collaboration with its members. The activity aims to improve the understanding among humanitarian actors of how markets are functioning and reacting to the crisis, facilitating targeted interventions whilst informing the overall response. A key objective of this activity is to inform cash-based response activities by giving accurate information on the prices and availability of basic food and non-food items.

# 3. Research Objectives

**General objective:** To inform the Libya Cash & Markets Working Group (CMWG) and guide market-based responses in Libya.

**Specific objective:** To provide price information on basic commodities in assessed markets to organizations operating market-based response programs Libya.

# 4. Research Questions

1. What are the price characteristics (median and price range) of basic commodities in Libya?
2. What are the geographical variations and trends over time of prices of basic commodities across the assessed areas in Libya?
3. What are the costs associated with the Libya-specific SMEB?[[5]](#footnote-5)

# 5. Methodology

##### 5.1. Methodology overview

The initiative is guided by the CMWG Markets Taskforce (Markets TF), which is a sub-group of the CMWG. It is composed of core members of the CMWG interested in participating in the market initiatives. The Markets TF defines the methodology and coverage of the initiative. REACH is leading the Market TF together with the CMWG Coordinator.

The methodology for the market monitoring project is based on purposive sampling. Field teams from REACH and partner organisations from the CMWG identify at least four shops per key urban areas in Libya. The assessed shops are selected upon specific criteria defined by the Markets TF. Field teams are trained on the common price monitoring framework by REACH. Afterwards, each month, enumerators collect price levels from the identified shops, based on the technical questionnaire and guidelines that they have been trained to use.

Data is collected via the KoBo mobile data collection platform every month. REACH and the CMWG have set up a CMWG KoBo account for the use of partners participating in the JMMI. A new set of forms are uploaded each month to this account. Enumerators have access to this account to download the KoBo forms and upload all completed surveys.

Following each round of data collection, REACH assessment staff cleans and triangulate the obtained data through three different steps:

1. Comparison of most recently collected data with previous rounds of data to identify inconsistencies;
2. Review of secondary data, if existing and publicly available. The list of secondary data will be updated on a monthly basis, if new resources are available, before data cleaning and analysis;
3. Consulting the Markets TF in order to cross-check data quality based on TF member’s knowledge of assessed shops and/or economic situation in the surrounding area.

REACH creates monthly factsheets displaying the median price[[6]](#footnote-6), and price ranges (including minimum, maximum prices, as well as first and third quartiles[[7]](#footnote-7)) of each item in all assessed markets.

REACH produced two test factsheets for the months of June and July, in an effort to build its internal market monitoring capacity. Data collection was done by REACH field staff as well as local partners sub-contracted by REACH. Since the third round of data collection, partner organisations from the CMWG with capacity and interest contribute to the JMMI. The partners cover additional locations and gradually take over data collection in locations currently assessed by REACH. The long-term objectives is to limit the role of REACH to coordinating the JMMI and to centralizing the data. Data collection will be conducted by REACH only in locations that cannot be handed over to any partner organization from the CMWG. The partner organisation’s involvement is formally described in the annexed partner agreement overview, which is signed by the country representative of each participating organisation.

##### 5.2. Population of interest

Shops in key urban areas

##### 5.3. Secondary data review

The Secondary Data Review (SDR) focuses on needs assessment and reports on the macro-economic context. REACH also reviewed data from post-distribution surveys. The SDR allows triangulation of information, and further informing findings related to the influence of contextual factors on prices. Below is a non-exhaustive key bibliography:

|  |
| --- |
| **SOURCE** |
| Mercy Corps, We Will Stay Here – IDP Vulnerability Assessment (December 2016) |
| REACH Initiative, Multi-Sector Needs Assessment III (June 2016) |
| WFP, Rapid Food Security Assessment (September 2016) |
| UNSMIL, Overview of Libya’s Macro-Economy (January 2017) |
| Libya CMWG, Economic Factors Briefing Note (March 2017) |
| Mercy Corps, Libya’s Shadow Economy (April 2017) |
| Afrigatenews.net – Food price data |

##### 5.4. Primary Data Collection

Field teams identify, in coordination with the REACH Assessment Officer and the Markets TF, shops in assessed urban areas in Libya. In each assessed location, at least 4 prices per item need to be collected from different shops. The shop selection is based on the following criteria:

1. Shops need to be large enough to sell all (or most of) the items on the list
2. Prices in these shops need to be good indicators of the general price level in the assessed area
3. Shops should be located in different areas within the assessed city

In locations where it is not possible to identify 4 large markets that fulfil criteria (1), other shops, such as grocery shops, vegetable vendors, butchers and bakeries are added to the shop list, as long as they fit criteria (2) and (3), in order to guarantee at least four prices per item of interest which ensures quality and consistency of the data. Each month, price data is collected from the same shops.

The monitored items are the following:

|  |  |  |
| --- | --- | --- |
| **Category** | **Items** |  |
| **Food Items** | Salt  Sugar  Wheat flour  Rice  Pasta  Couscous  Tomato paste  Chickpeas  Beans  Milk  Condensed milk  Baby milk | Vegetable oil  Green tea  Black tea  Canned tuna  Eggs  Chicken meat  Lamb meat  Bread  Tomatoes  Onions  Pepper  Potatoes |
| **NFI** | Hand washing soap  Laundry soap  Shampoo  Dishwashing liquid | Toothpaste  Toothbrush  Sanitary pads  Baby diapers |

The list of monitored items is agreed upon by the Markets TF and may be adjusted in future rounds.

##### 5.5. Data Collection Tool

The data collection tool (see Appendix 2: KoBo questionnaire) is a short questionnaire designed to record the price of basic food and hygiene items, built in English, and translated into Arabic. The KoBo form is used by the enumerators, who interview retailers and input their responses in their mobile phones. One single KoBo form is used for all different shop types.

##### 5.6. Data Analysis Plan

All data is collected through one KoBo form. The raw dataset is saved on the REACH Libya server and subsequently cleaned by checking outliers, identifying missing data and typos. All the changes made to the raw dataset are indicated on the cleaning log sheet in the consolidated dataset, which is published together with the factsheet.

For the analysis, there are several steps. Firstly, an Excel file is created which pools together all the price data received for that month from the clean dataset. Per location, the median values are calculated for each item. These median values are then compared among each other and the corresponding values from the previous month. This process supports the analysis of the data in preparation for the write up of the monthly factsheet.

In a second step, the clean dataset is read into R, a statistical software. A script runs over the data and creates the boxplots used for the factsheets. The reported median values, prices ranges and monthly changes take into account all the prices collected across all locations.

Finally, significant price changes and unavailability of certain items are further investigated by following up with the respective organization focal point (who in turn consult their field teams). Whenever possible, information about the local context are gathered in order to provide some qualitative analysis.

The findings are then reported on the first draft of the factsheet, which is subsequently circulated to the Markets TF for feedback and additional contextual input.

# 6. Product Typology

Table 1 : Type and number of products required

|  |  |  |
| --- | --- | --- |
| **Type of Product** | **Number of Product(s)** | **Additional information** |
| Report | 1 | Analysis of longitudinal data |
| Situation Overview |  |  |
| Profile |  |  |
| Factsheet | 7 | 3 pages, landscape format   1. cover page with map, methodology, findings, analysis, project background 2. Charts/boxplots displaying assessed prices per item 3. Map showing price index value for assessed urban areas (will be added once SMEB is defined) |
| Presentation |  |  |
| Map |  |  |
| Interactive Dashboard | 1 | To be discussed with Markets TF |
| Web Map |  |  |
| Other(s) |  |  |

# 7. Management arrangements and work plan

##### 7.1. Roles and Responsibilities, Organogram

* REACH remote country team
  + REACH Assessment Officer: Develops methodology & research design; coordinates data collection on monthly basis; responsible for data analysis and report drafting; coordinating with sectors and other stakeholders to ensure buy-in; provides market monitoring trainings to implementing partners and CMWG members in Tunis
  + REACH Senior Assessment Officer: ad-hoc support to assessment officer
  + REACH GIS Officer: Responsible for all mapping
  + REACH Database Officer (national position): assisting with field follow ups and data cleaning
* Field local level:
  + REACH Field Coordinators (national position): provide market monitoring trainings to implementing partners and field staff of CMWG member organizations in Libya (Tripoli, Sebha and Benghazi). REACH field coordinator in Sebha collects price data in Brak.
  + Implementing partners: Data collection, managing teams of enumerators, support with data entry and debriefs.
* CMWG:
  + CMWG coordinator: Overall supervision of the monitoring project; coordination with sectors and other stakeholders to ensure buy-in; leads SMEB coordination and definition effort
  + Markets Taskforce: Overall supervision and guidance of monitoring project; Agrees on methodology and research design; Provides inputs on tools and guidelines design; Validation of the final products before dissemination and release
  + CMWG members: Provide data collection capacity according to their coverage and availability
* REACH global team (Geneva) in ad-hoc support:
  + REACH Global Coordinator / Data Unit: Overseeing all technical inputs and outputs of assessment, ensuring adherence to global quality standards – reviewing tool, methodology, sampling approach, and programmatic reporting.
  + Chief Grants manager: Responsible for grant management and overview of REACH PD reporting (regarding OFDA funding)
  + Communications Intern: Supporting with external communication and outreach on various online platform, possible support with online dissemination campaign to partners and agencies at global level if needed.

Table 2: Description of roles and responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Description** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| Coordination with sectors (SMEB definition) | CMWG coordinator, Assessment Officer | CMWG coordinator | Sector leads, Markets TF | Sector leads, Markets TF, HQ team |
| Research design | Assessment Officer | Assessment Officer | Markets TF, HQ team | Markets TF, HQ team |
| Drafting of SDR | Assessment Officer | Assessment Officer | Senior Assessment Officer, HQ team, Markets TF | Senior Assessment Officer, HQ team, Markets TF |
| Development of tools and analysis framework design | Assessment Officer | Assessment Officer | Senior Assessment Officer, Markets TF | Senior Assessment Officer, Market TF, HQ team |
| Coding of tools | Assessment Officer | Assessment Officer |  |  |
| Translation of tools | Database Officer | Assessment Officer |  |  |
| Training of organisation focal points | Assessment Officer, Database Officer | Assessment Officer |  |  |
| Training of field staff | Assessment Officer, organisation focal points | Assessment Officer |  |  |
| Identification of markets | Field teams | Organisation focal points | Assessment Officer | Assessment Officer |
| Data collection | Field teams, REACH Field Coordinators | Organisation focal points, Assessment Officer | Assessment Officer | Assessment Officer, HQ team |
| Data cleaning | Database Officer | Database Officer | Assessment Officer | Assessment Officer |
| Data analysis and reporting | Assessment Officer | Assessment Officer | HQ team, Markets TF | HQ team, Markets TF |
| Mapping | GIS Officer | Assessment officer | HQ GIS manager | HQ GIS manager, HQ team |

***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*

##### 7.3. Work plan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **May** | | | | **June** | | | | **July** | | | | **August** | | | |
| *Week* | *1* | *2* | *3* | *4* | *1* | *2* | *3* | *4* | *1* | *2* | *3* | *4* | *1* | *2* | *3* | *4* |
| Meeting with stakeholders |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Consultation of Taskforce members |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ToR + Research Framework |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tools |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training of field coordinators |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1st data collection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Publication of 1st factsheet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Adjustment of tools and framework |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2nd data collection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Publication of 2nd factsheet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2nd consultation of Taskforce members |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Adjustment of tools and framework |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training of NGO staff on market monitoring |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3rd data collection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Publication of 3rd factsheet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Every month, the timeline looks the same. All data is collected during the first week of the month. In the following week, the data is cleaned and analysed. Thereafter, the factsheet is drafted and sent to the Markets TF for comment. Once the feedback is worked in, the final factsheet is published.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **W4** | **W1** | **W2** | **W3** | **W4** | **W1** | **W2** | **W3** | **W4** |
| Updated schedule |  |  |  |  |  |  |  |  |  |
| Data collection |  |  |  |  |  |  |  |  |  |
| Data cleaning & analysis |  |  |  |  |  |  |  |  |  |
| Feedback from Markets TF |  |  |  |  |  |  |  |  |  |
| Publication of factsheet |  |  |  |  |  |  |  |  |  |
| Adjustment of tools and framework |  |  |  |  |  |  |  |  |  |

# 8. Risks & Assumptions

Table 3 : List of risks and mitigating action

|  |  |
| --- | --- |
| **Risk** | **Mitigation Measure** |
| **Data collection**   * Enumerators do not go back to the same traders and retailers each month * Security context worsens preventing data collection and/or putting enumerators’ lives at risk | * Assessment Officer developed guidelines for data collection to assist enumerators and organization focal points * Enumerators and organization focal point to monitor through relevant sources (operational partners, media, KIs) the evolution of the security context, especially regarding incidents that could impact data collection. * Enumerators and organization focal point are given full capacity to withdraw/ put on hold from the assessment if the security context does not allow for it to be conducted safely. |
| **Data Entry (KoBo)**   * KoBo tool is not fully operational and/or contains mistakes * GPS coordinates are not entered * Questions are skipped and/or improperly answered | * Research team to test the KoBo tool, both in English and Arabic. * Assessment Officer developed guidelines for data entry; Database Officer translated these into Arabic. * Organisation focal points are briefed by Assessment Officer on the questionnaire before each round of data collection and ensure each question is well understood. * Assessment Officer communicates regularly with organizational focal points during data collection. |

# 9. Monitoring and Evaluation

See “Annex 3 : M&E Matrix”

# 10. Documentation Plan

* Terms of Reference
* Raw datasets
* Consolidated datasets
* Primary data cleaning logs
* R scripts for boxplot creation

# 11. Annexes

1. Data Management Plan
2. Questionnaire(s) / Tool(s)
3. M&E Matrix

# Annex 1 : Data Management Plan

|  |  |
| --- | --- |
|  |  |
| **Administrative Data** | |
| Project Name | Joint Market Monitoring Initiative |
| Project Code | 14iADR |
| Donor | OFDA |
| Project partners | Member organizations of the CMWG |
| Project Description | REACH works with the CMWG to establish market functionality, access, and price monitoring systems to collect data in key urban areas on a monthly basis in collaboration with its members. The activity aims to improve the understanding among humanitarian actors of how markets are functioning and reacting to the crisis, facilitating targeted interventions whilst informing the overall response. A key objective of this activity is to inform cash-based response activities by giving accurate information on the prices and availability of basic food and non-food items.  Overarching research questions:   1. What are the price characteristics (median and price range) of basic commodities in Libya? 2. What are the geographical variations and trends over time of prices of basic commodities across the assessed areas in Libya? 3. What are the costs associated with the Libya-specific SMEB? |
| Project Data Contacts | Vincent Annoni  [vincent.annoni@impact-initiatives.org](mailto:vincent.annoni@impact-initiatives.org)  Manuel Büsser  [manuel.busser@reach-initiative.org](mailto:manuel.busser@reach-initiative.org)  Ayah al Zayat  [ayah.alzayat@reach-initiative.org](mailto:ayah.alzayat@reach-initiative.org)  Insaf Guedidi  [tunis.database-officer@reach-initiative.org](mailto:tunis.database-officer@reach-initiative.org) |
| DMP Version |  |
| Related Policies |  |
| **Data Collection** | |
| What data will you collect or create? | * Secondary data review: REACH uses all relevant and currently available sources * Primary data collection: Primary data is collected by field teams of CMWG members, as well as REACH field coordinators through purposive sampling of shops in key urban areas. The primary data is collected using KoBo forms. |
| How will the data be collected or created? | * Data is sent to Kobo-based server by data collectors. The REACH database officer reviews incoming data for potential errors; checks and verifies any possible corrections with the organisation focal points and REACH Field Coordinators. Once the data collection is completed, it is cleaned with potential errors recorded in a data cleaning log. |
| **Documentation and Metadata** | |
| What documentation and metadata will accompany the data? | * REACH publishes within the final clean dataset a cleaning log as well as an initial metadata ‘readme’ tab containing the basic presentation of the assessment, the methodology, time, geographical and sector coverage of the study. |
| **Ethics and Legal Compliance** | |
| How will you manage any ethical issues? | * When data is assessed at a shop for the first time, the data collectors ask for the owner’s consent to monitor price levels every month. * Contact details of assessed shops are not collected. The only data collected identifying a specific shop are shop names and GPS data. The publicly shared dataset does not include such information to ensure the anonymity of the sources. * The published dataset furthermore does not include any information about the enumerator who collected the data. * Throughout training of field staff and organisation focal points, it is emphasized that data collectors 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 (e.g. GPS data and pictures). |
| How will you manage copyright and Intellectual Property Rights (IPR) issues? | * The anonymized dataset is 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. |
| **Storage and Backup** | |
| How will the data be stored and backed up during the research? | * REACH is responsible for data storage, back up, and data recovery. Multiple data storages are used to maximize data security. All REACH staff laptops, mobile devices and email accounts are password-protected, while personal laptops are not allowed for work as a general rule. * Collected data is protected in the encrypted, password-protected account on KoBo. The password to this account will be provided only to REACH staff members who are working directly on the assessment. * After the collection, data is safely secured on the IMPACT global cloud server in CERN. |
| How will you manage access and security? | Access to the data is mostly separated following two important timeframes of the study: during each month’s data collection; and after the end of the data collection:   * During the data collection: only dedicated field data collection personnel have access to the raw data collected; and the assessment team only has secure access to the data collected and transferred on the secure server. * After the end of the data collection, and a successful anonymization of the data to ensure privacy and confidentiality of all participants, the cleaned anonymised data is uploaded on OCHA’s platform HDX under open data licence. |
| **Selection and Preservation** | |
| Which data should be retained, shared, and/or preserved? | * REACH will not destroy any of the dataset included in this research * Sharing the data is done following steps already described above in the data management plan. |
| What is the long-term preservation plan for the dataset? | * Due to data security REACH should not keep any paper form (hard filling) for the assessment, and will therefore ensure as far as possible that the data collected that way will be destroyed in the field once it is safely digitised, sent and stored with the assessment team in the country protected filing system. The dataset of this assessment will be archived virtually on the REACH country server, and global cloud as REACH primary data. |
| **Data Sharing** | |
| How will you share the data? | * Product (factsheet and dataset) dissemination is done through the regular humanitarian channels. Raw data is shared upon request after measure to respect protection concerns of those interviewed. Further dissemination could be decided following monitoring targets through email or online dissemination campaigns to humanitarian partners and organisations * Anonymized data is available on the REACH Resource centre and distributed to the humanitarian community on such platforms as OCHA’s HDX under open licence |
| Are any restrictions on  data sharing required? | * REACH applies restrictions only on those data-sets which contain sensitive information, such as market name and location (GPS-coordinates). REACH applies an anonymization policy, unlinking all sensitive information from the dataset, should any public dissemination of the data occur. |
| **Responsibilities** | |
| Who will be responsible for data management? | * The Assessment Officer working on the project is solely responsible for drafting this data management plan, and for the responsibility to ensure that it is respected at all step of the project, and even after the completion of the project, notably when it comes to public dissemination of the data. * All this is done under the supervision and validation of the Global Coordinator and GIS Manager at IMPACT/REACH HQ level. |
|  |  |

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 : KoBo Questionnaire

**Shop questionnaire (KoBo tool):**

* Enumerator name:
* Partner organisation name: (choose from list)
* Date:
* Region: (choose from list)
* District: (choose from list)
* Municipality: (choose from list)
* Neighborhood:
* Please collect the GPS coordinates of the market location.
* What type of market/shop is this? (Supermarket/general store for food and NFIs / central market / bakery / butcher / vegetable seller)
* Market/shop name:
* Trader name:
* If possible, take a picture of this shop.
* **Salt**
* Does this shop normally sell salt? (Y/N)
* Is salt currently available in this shop? (Y/N)
* Is it sold by 1 kilo? (Y/N)
* If it is sold by a quantity different than 1 kilo, write the quantity (in kilos):
* Price (Libyan dinar):
* Brand:
* **Sugar**
* Does this shop normally sell sugar? (Y/N)
* Is sugar currently available in this shop? (Y/N)
* Is it sold by 1 kilo? (Y/N)
* If it is sold by a quantity different than 1 kilo, write the quantity (in kilos):
* Price (Libyan dinar):
* Brand:
* **Wheat flour**
* Does this shop normally sell wheat flour? (Y/N)
* Is wheat flour currently available in this shop? (Y/N)
* Is it sold by 1 kilo? (Y/N)
* If it is sold by a quantity different than 1 kilo, write the quantity (in kilos):
* Price (Libyan dinar):
* Brand:
* **Rice**
* Does this shop normally sell rice? (Y/N)
* Is rice currently available in this shop? (Y/N)
* Is it sold by 1 kilo? (Y/N)
* If it is sold by a quantity different than 1 kilo, write the quantity (in kilos):
* Price (Libyan dinar):
* Brand:
* **Pasta**
* Does this shop normally sell pasta? (Y/N)
* Is pasta currently available in this shop? (Y/N)
* Is it sold by 500g? (Y/N)
* If it is sold by a quantity different than 500g, write here the quantity (in grams):
* Price (Libyan dinar):
* Brand:
* **Couscous**
* Does this shop normally sell couscous? (Y/N)
* Is couscous currently available in this shop? (Y/N)
* Is it sold by 1 kilo? (Y/N)
* If it is sold by a quantity different than 1 kilo, write here the quantity (in kilos):
* Price (Libyan dinar):
* Brand:
* **Tomato paste**
* Does this shop normally sell tomato paste? (Y/N)
* Is tomato paste currently available in this shop? (Y/N)
* Is it sold by 400g? (Y/N)
* If it is sold by a quantity different than 400g, write the quantity (in grams):
* Price (Libyan dinar):
* Brand:
* **Chickpeas**
* Does this shop normally sell chickpeas? (Y/N)
* Is chickpeas currently available in this shop? (Y/N)
* Is it sold by cans of 400g? (Y/N)
* If it is sold by a quantity different than 400g, write here the quantity (in grams):
* Price (Libyan dinar):
* Brand:
* **Canned beans**
* Does this shop normally sell canned beans? (Y/N)
* Are beans currently available in this shop? (Y/N)
* Are they sold by cans of 400g? (Y/N)
* If it is sold by a quantity different than 400g, write here the quantity (in grams):
* Price (Libyan dinar):
* Brand:
* **Condensed milk**
* Does this shop normally sell condensed milk? (Y/N)
* Is condensed milk currently available in this shop? (Y/N)
* Is it sold by cans of 200ml? (Y/N)
* If it is sold by a quantity different than 200ml, write here the quantity (in ml):
* Price (Libyan dinar):
* Brand:
* **Milk**
* Does this shop normally sell milk? (Y/N)
* Is milk currently available in this shop? (Y/N)
* Is it sold by cartons of 1 liter? (Y/N)
* If it is sold by a quantity different than 1 liter, write here the quantity (in liters):
* Price (Libyan dinar):
* Brand:
* **Baby milk**
* Does this shop normally sell baby milk? (Y/N)
* Is baby milk currently available in this shop? (Y/N)
* Is it sold by 400g? (Y/N)
* If it is sold by a quantity different than 400g, write here the quantity (in grams):
* Price (Libyan dinar):
* Brand:
* **Green tea**
* Does this shop normally sell green tea? (Y/N)
* Is green tea currently available in this shop? (Y/N)
* Is it sold by bags of 250g? (Y/N)
* If it is sold by a quantity different than 250g, write here the quantity (in grams):
* Price (Libyan dinar):
* Brand:
* **Black tea**
* Does this shop normally sell black tea? (Y/N)
* Is black tea currently available in this shop? (Y/N)
* Is it sold by bags of 250g? (Y/N)
* If it is sold by a quantity different than 250g, write here the quantity (in grams):
* Price (Libyan dinar):
* Brand:
* **Vegetable oil**
* Does this shop normally sell vegetable oil? (Y/N)
* Is vegetable oil currently available in this shop? (Y/N)
* Is it sold by 1 liter? (Y/N)
* If it is sold by a quantity different than 1 liter, write the quantity (in liters):
* Price (Libyan dinar):
* Brand:
* **Canned tuna**
* Does this shop normally sell canned tuna? (Y/N)
* Is canned tuna currently available in this shop? (Y/N)
* Is it sold by cans of 200g? (Y/N)
* If it is sold by a quantity different than 200g, write here the quantity (in grams):
* Price (Libyan dinar):
* Brand:
* **Eggs**
* Does this shop normally sell eggs? (Y/N)
* Are eggs currently available in this shop? (Y/N)
* Is it sold by 30 eggs? (Y/N)
* If it is sold by a quantity different than 30 eggs, write here the quantity (number of eggs):
* Price (Libyan dinar):
* Brand:
* **Chicken meat**
* Does this shop normally sell chicken meat? (Y/N)
* Is chicken meat currently available in this shop? (Y/N)
* Is it sold by 1 kilo? (Y/N)
* If it is sold by a quantity different than 1 kilo, write the quantity (in kilos):
* Price (Libyan dinar):
* Brand:
* **Lamb meat**
* Does this shop normally sell lamb meat? (Y/N)
* Is lamb meat currently available in this shop? (Y/N)
* Is it sold by 1 kilo? (Y/N)
* If it is sold by a quantity different than 1 kilo, write the quantity (in kilos):
* Price (Libyan dinar):
* Brand:
* **Wheat bread**
* Does this shop normally sell wheat bread? (Y/N)
* Is wheat bread currently available in this shop? (Y/N)
* Is it sold by 5 medium pieces? (Y/N)
* If it is sold by a quantity different than 5 medium pieces, write the quantity (in medium pieces):
* Price (Libyan dinar):
* **Tomatoes**
* Does this shop normally sell fresh tomatoes? (Y/N)
* Are fresh tomatoes currently available in this shop? (Y/N)
* Are they sold by 1 kilo? (Y/N)
* If they are sold by a quantity different than 1 kilo, write the quantity (in kilos):
* Price (Libyan dinar):
* **Onions**
* Does this shop normally sell fresh onions? (Y/N)
* Are fresh onions currently available in this shop? (Y/N)
* Are they sold by 1 kilo? (Y/N)
* If they are sold by a quantity different than 1 kilo, write the quantity (in kilos):
* Price (Libyan dinar):
* **Peppers**
* Does this shop normally sell peppers? (Y/N)
* Are peppers currently available in this shop? (Y/N)
* Are they sold by 1 kilo? (Y/N)
* If they are sold by a quantity different than 1 kilo, write the quantity (in kilos):
* Price (Libyan dinar):
* **Potatoes**
* Does this shop normally sell potatoes? (Y/N)
* Are potatoes currently available in this shop? (Y/N)
* Are they sold by 1 kilo? (Y/N)
* Are they sold by a quantity different than 1 kilo, write the quantity (in kilos):
* Price (Libyan dinar):
* **Hand washing soap**
* Does this shop normally sell hand washing soap? (Y/N)
* Is hand washing soap currently available in this shop? (Y/N)
* Is it sold by 1 bar? (Y/N)
* If it is sold by a quantity different than 1 bar, write the quantity (in bars):
* Price (Libyan dinar)
* Brand:
* **Laundry soap**
* Does this shop normally sell laundry soap (powder)? (Y/N)
* Is laundry soap currently available in this shop? (Y/N)
* Is it sold by 1 kilo? (Y/N)
* If it is sold by a quantity different than 1 kilo, write the quantity (in kilos):
* Price (Libyan dinar):
* Brand
* **Shampoo**
* Does this shop normally sell shampoo? (Y/N)
* Is shampoo currently available in this shop? (Y/N)
* Is it sold by 250 ml? (Y/N)
* If it is sold by a quantity different than 250 ml, write the quantity (in ml):
* Price (Libyan dinar):
* Brand:
* **Dishwashing liquid**
* Does this shop normally sell dishwashing liquid? (Y/N)
* Is dishwashing liquid currently available in this shop? (Y/N)
* Is it sold by 1 liter? (Y/N)
* If it is sold by a quantity different than 1 liter, write the quantity (in liters):
* Price (Libyan dinar):
* Brand :
* **Toothpaste**
* Does this shop normally sell toothpaste? (Y/N)
* Is toothpaste currently available in this shop? (Y/N)
* Is it sold by tubes of 100ml? (Y/N)
* If it is sold by a quantity different than 100ml, write the quantity (in ml):
* Price (Libyan dinar):
* Brand:
* **Toothbrush**
* Does this shop normally sell toothbrushes? (Y/N)
* Are toothbrushes currently available in this shop? (Y/N)
* Is it sold by 1 brush? (Y/N)
* If it is sold by a quantity different than 1 brush, write the quantity (in brushes):
* Price (Libyan dinar):
* Brand:
* **Sanitary pads**
* Does this shop normally sell sanitary pads? (Y/N)
* Are sanitary pads currently available in this shop? (Y/N)
* Is it sold by packs of 10 pads? (Y/N)
* If it is sold by a quantity different than 10 pads per pack, write the quantity (number of pads):
* Price (Libyan dinar):
* Brand:
* **Baby diapers**
* Does this shop normally sell baby diapers? (Y/N)
* Are baby diapers currently available in this shop? (Y/N)
* Is it sold by packs of 30 diapers? (Y/N)
* If it is sold by a quantity different than 30 diapers per pack, write the quantity (number of diapers):
* Price (Libyan dinar):
* Brand:
* Do you have any further comments on this shop/market?

# Annex 3 : M&E Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **External M&E Indicator** | **Internal M&E Indicator** | **Methodology** | **Focal point** | **Tool** | **Research-specific information (Applicable? Y/N)** |
| Number of humanitarian organisations accessing IMPACT services/products  Number of individuals accessing IMPACT services/products | # of downloads of x product from Resource Centre | User monitoring | Country request to HQ | User\_log | Y |
| # of downloads of x product from Relief Web | Country request to HQ | Y |
| # of downloads of x product from Country level platforms | Country team | N |
| # of page clicks on x product from REACH global newsletter | Country request to HQ | Y |
| # of page clicks on x product from country newsletter, SendinBlue, bit.ly | Country team | Y |
| # of visits to x webmap/x dashboard | Country request to HQ | Y |
| 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 | Libya HNO 2018 |
| # references in single agency documents | Ad-hoc partner organisations/agencies documents published |
| Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery  Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products | Perceived relevance of IMPACT country-programs | Usage M&E | Country team | Usage\_Feedback *and* Usage\_Survey templaye |  |
| Perceived usefulness and influence of IMPACT outputs | *Usage survey to be conducted in January 2017, following the release of 7 factsheets, targeting at least 15 partners* |
| Recommendations to strengthen IMPACT programs |  |
| Perceived capacity of IMPACT staff |  |
| Perceived quality of outputs/programs |  |
| Recommendations to strengthen IMPACT programs |  |
| Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs *(providing resources, participating to presentations, etc.)* | # of organisations providing resources (i.e. staff, vehicles, meeting space, budget, etc.) for activity implementation | Engagement Monitoring | Country team | Engagement\_log | Y |
| # of organisations/clusters inputting in research design and joint analysis | Y |
| # of organisations/clusters attending briefings on findings; | Y |

1. The SMEB (survival minimum expenditure basket) is defined as the culturally adjusted group of essential items required to support an average Libyan household for one month. Among other basic commodities, the prices of items that constitute the SMEB will be will be tracked as part of the JMMI. [↑](#footnote-ref-1)
2. IOM, DTM Libya Report Round 8 (April 2017), p. 4 [↑](#footnote-ref-2)
3. UNOCHA, 2017 Humanitarian Needs Overview (November 2016), p. 6 [↑](#footnote-ref-3)
4. Mercy Corps, We Will Stay Here - IDP Vulnerability Assessment (December 2016), p. 19 [↑](#footnote-ref-4)
5. The SMEB (survival minimum expenditure basket) is defined as the culturally adjusted group of essential items required to support an average Libyan household for one month. Among other basic commodities, the prices of items that constitute the SMEB will be will be tracked as part of the JMMI. The definition of the Libya-specific SMEB is directly tied to the input from a variety of stakeholders engaged in the Libya response, particularly from the leads of the food security, NFI and WaSH sectors. The effort to define the SMEB is led by the CMWG coordinator and supported by REACH. At the time of writing, the process of defining the Libya SMEB was still ongoing. [↑](#footnote-ref-5)
6. The Median price is the midpoint price between the maximum and minimum price recorded. If there is no single midpoint price, the Median price will be the mean of the two midpoint prices. The Median price thus differs from the Average price, which is calculated by taking the sum of all recorded prices and dividing it by the number of recorded prices. [↑](#footnote-ref-6)
7. The first quartile marks the quarter point of a dataset, meaning that 25% of the data is below this point, while 75% is above. Similarly the third quartile splits off the highest 25% of data from the lowest 75%. [↑](#footnote-ref-7)