

Research Terms of Reference

Protection Assessment of Conflict Affected Populations
REACH Support to the Protection Cluster, Afghanistan

February 2018

REACH Informing
more effective
humanitarian action

1. Summary

Country of intervention	<i>Afghanistan</i>					
Type of Emergency		Natural disaster		Conflict	X	Emergency
Type of Crisis		Sudden onset		Slow onset	X	Protracted
Mandating Body/ Agency	<i>OCHA & Afghanistan Protection Cluster (APC)</i>					
Project Code	<i>02 DDY</i>					
REACH Pillar		Planning in Emergencies	X	Displacement		Building Community Resilience
Research Timeframe	1 st December 2017 – 30 th June 2018					
General Objective	To inform upcoming intervention planning and the 2019 Humanitarian Needs Overview (HNO), through the identification of key protection-based needs and vulnerabilities of conflict-affected populations, specifically focusing on the impact conflict has on these needs and vulnerabilities,					
Specific Objective(s)	<ul style="list-style-type: none"> • Outline the conflict-based protection concerns of conflict-displaced populations, specifically noting the protection concerns that contributed to the decision to displace. • Outline the protection concerns faced by conflict-displaced populations during their displacement. • Outline the protection concerns of conflict-displaced populations in their location of displacement, that have been exacerbated by conflict and displacement. • Outline the protection environment in the area of residence for conflict-affected populations that did not displace. • 					
Research Questions	<ol style="list-style-type: none"> 1. What is the demographic profile of conflict-affected populations? 2. <ol style="list-style-type: none"> a) What were the specific protection concerns of conflict-displaced households in their previous area of residence? b) Which of these concerns led to the decision of these households to displace from their area of residence? c) How do these concerns differ between household members, and specifically between male- and female-headed households, between geographical regions and between displacement groups? 3. <ol style="list-style-type: none"> a) What are the specific protection concerns faced by conflict-displaced households during their displacement movement? b) How do these concerns differ between household members, and specifically between male- and female-headed households, between geographical regions and between displacement groups? 					

	<p>4. a) What are the specific protection concerns of conflict-displaced households in their location of displacement?</p> <p>b) Have these protection concerns been exacerbated or affected by conflict in their previous area of residence?</p> <p>c) Have these protection concerns been exacerbated or affected by their displacement movement?</p> <p>d) How do these concerns differ between household members, and specifically between male- and female-headed households, between geographical regions and between displacement groups?</p> <p>5. a) What are the specific protection concerns of conflict-affected households that remain in conflict-affected areas?</p> <p>b) How these concerns been exacerbated or affected by conflict?</p> <p>c) How do these concerns differ between male- and female-headed households, between geographical regions and between displacement groups?</p>					
Research Type		Quantitative		Qualitative	X	Mixed methods
Geographic Coverage	Nationwide					
Target Population(s)	Conflict-affected populations in Afghanistan, including forcibly displaced populations (recently and non-recently displaced Internally Displaced Persons (IDPs), returnees and refugees), remainees and host; those that remain in areas affected by conflict but do not have the capacity to displace. ¹					
Data Sources	<p>Secondary Data:</p> <ul style="list-style-type: none"> • REACH (2017) Informal Settlement Profiling Project • NRC (2016) Access to Tazkira and other civil documentation in Afghanistan • UNICEF (2016) Protecting Afghanistan's most vulnerable children • Samuel Hall (2012) Challenges of IDP Protection • World Bank (2015) Afghanistan Poverty, Vulnerability and Social Protection: An Initial Assessment <p>Primary Data:</p> <ul style="list-style-type: none"> • Clean dataset containing all quantified data collected through household level surveys • Clean dataset containing all responses collected through key informant interviews 					
Expected Outputs	<ul style="list-style-type: none"> • 1 Assessment Terms of Reference • 1 Preliminary findings presentation • 1 Clean dataset • 1 Comprehensive assessment report 					
Key Resources	REACH Country Focal Point REACH Assessment Officer REACH GIS/DB Officer					
Humanitarian milestones	Milestone		Timeframe			
	X	Cluster plan/strategy	<i>September 2018 (in preparation for HNO 2019)</i>			
		Inter-cluster plan/strategy				
		Donor plan/strategy				

¹ A specific outline of definitions will be added to the report, following discussions and clarifications with the Protection Cluster and other partners.

		NGO plan/strategy	
		Other	
Audience	Audience type		Specific actors
	X	Operational	<i>Relevant for Protection Cluster members and partners, interested in implementing protection-based programs throughout Afghanistan.</i>
	X	Programmatic	<i>Relevant for donors interested in supporting protection-based programs throughout Afghanistan.</i>
	X	Strategic	<i>Relevant for the APC and subsequent sub-clusters for developing and strengthening strategic overviews. Also relevant for advocacy and potentially government lobbying purposes.</i>
		Other	
Access	X	Public (available on REACH research centre and other humanitarian platforms)	
		Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)	
		Other	
Visibility	<i>CHF, APC, REACH</i>		
Dissemination	<i>Country-level preliminary findings presentation. Outputs distributed through REACH, OCHA and Protection Cluster mailing lists and uploaded to web portals (REACH Resource Centre, Humanitarian Response, ReliefWeb and other relevant platforms).</i>		

2. Background & Rationale

Conflict and insecurity has continued to exacerbate displacement throughout 2017 and into 2018, causing sustained levels of internal displacement across all 34 provinces, consistent with displacement rates seen in 2015 and 2016. In the last year, approximately 286,000 undocumented Afghans have returned from Pakistan and Iran (IOM, 2017) and an estimated 202,109 people have been displaced internally by conflict (OCHA, 2017). It is expected that the estimated 450,000 new conflict-induced IDP movement will occur throughout the upcoming year, in addition to an anticipated influx of returnees from Pakistan, supplementing the already saturated prolonged and protracted displaced populations throughout the country.

This widespread and ever increasing displaced population face significant conflict and displacement-induced protection concerns, affecting all members of these communities, but especially women and children. The Afghanistan Protection Cluster (APC) Response Plan stated that 3.7 million individuals will require protection assistance country-wide in the upcoming year though the intricacies of these needs and an understanding of how conflict and displacement has exacerbated these needs remains unknown. Protection monitoring activities in country have noted increased levels of vulnerability among displaced populations, with conflict-affected populations the most likely to be implement negative coping mechanisms associated with poor living conditions or access to services. In addition, these groups are more likely than others to be affected by several forms of gender-based violence. (E.g. sexual abuse, forced marriage, etc.).

However, despite these needs, the limitations presented by cultural conditions within Afghanistan and the sensitive nature of associated protection topics, no nationwide quantified protection data has been produced. In addition to this, the HNO and HRP planning processes have identified a need to rely on an evidence-based prioritisation of humanitarian resource allocations, and so there exists a substantial need for quantifiable protection-based data with which to support and guide decision making in the humanitarian sector, both directly for the Protection Cluster and its partners.

Information gaps affect multiple Clusters, as well as their members' ability to design and implement needs-based programming across Afghanistan. Besides protection interventions, the APC has recognized the needs to channel efforts into "assessments and research of protection needs in the country (...) to inform the humanitarian and development nexus". The lack of comprehensive assessment of protection needs and vulnerabilities of displaced population exemplifies a clear research gap, particularly given sustained levels of conflict-induced displacement, and the iterative nature of protection issues, whereby unaddressed concerns can perpetuate. Amongst protection recommendations of the mid-year review, it has been highlighted that protection monitoring targets were increased, particularly in order to improve outreach to conflict-induced IDPs. REACH believes that significant contributions to protection planning can be made by producing a single, nationwide assessment focusing on these and other relevant protection needs and vulnerabilities.

3. Research Objectives

The overall objective of this assessment is to inform upcoming intervention planning and the 2019 Humanitarian Needs Overview (HNO), through the identification of key protection-based needs and vulnerabilities of conflict-affected populations, specifically focusing on the impact conflict has on these needs and vulnerabilities. To achieve this broad objective, the following breaks down the specific objectives of this assessment:

- Outline the conflict-based protection concerns of conflict-displaced populations, specifically noting the protection concerns that contributed to the decision to displace.
- Outline the protection concerns faced by conflict-displaced populations during their displacement.
- Outline the protection concerns of conflict-displaced populations in their location of displacement, that have been exacerbated by conflict and displacement.
- Outline the protection environment in the area of residence for conflict-affected populations that did not displace.

4. Research Questions

1. What is the demographic profile of conflict-affected populations?
2. a) What were the specific protection concerns of conflict-displaced households in their previous area of residence?
b) Which of these concerns led to the decision of these households to displace from their area of residence?
c) How do these concerns differ between household members, and specifically between male- and female-headed households, between geographical regions and between displacement groups?
3. a) What are the specific protection concerns faced by conflict-displaced households during their displacement movement?
b) How do these concerns differ between household members, and specifically between male- and female-headed households, between geographical regions and between displacement groups?
4. a) What are the specific protection concerns of conflict-displaced households in their location of displacement?
b) Have these protection concerns been exacerbated or affected by conflict in their previous area of residence?
c) Have these protection concerns been exacerbated or affected by their displacement movement?
d) How do these concerns differ between household members, and specifically between male- and female-headed households, between geographical regions and between displacement groups?
5. a) What are the specific protection concerns of conflict-affected households that remain in conflict-affected areas?
b) How these concerns been exacerbated or affected by conflict?
c) How do these concerns differ between household members, and specifically between male- and female-headed households, between geographical regions and between displacement groups?

5. Methodology

5.1. Methodology overview

The Protection Assessment of Conflict Affected Populations (PACAP) will take a mixed methods approach, employing a quantified household level survey in addition to key informant interviews to collect a wide range of protection-specific data. Primarily, to gather generalisable data for conflict-displaced households in each region, displacement group and for male- and female-headed households, a household level survey will be conducted, capturing protection concerns, with indicators being designed to outline the particular implications of conflict and displacement on these issues. In addition, to reach non-displaced conflict-affected populations, predominantly located in Hard to Reach locations, an existing network of key informants spread across at least 30 priority Hard to Reach districts will be used to gather insights from a broader geographical spread beyond easily accessible areas.

Both the household level survey and the key informant interview (KII) questionnaire will be designed in close collaboration with the Afghanistan Protection Cluster, with significant coordination with UNOCHA. In addition, sectors of the tool will be reviewed with each relevant Protection Sub-Clusters and Working Groups to ensure relevance to the programming in-country and sufficiently sensitive framing of questions. The household level survey will be nationwide, including all six regions of Afghanistan and will use cluster sampling to provide generalisable findings for regions and displacement groups with a confidence level of 95% and a 5% margin of error. In contrast, the KII will provide broad thematic findings, indicative only of their area of expertise, offering insight on locations in which little or no information currently exists, particularly in terms of protection concerns.

5.2. Population of interest

The population of interest in this assessment pertains to any conflict-affected household. In this case, conflict-affected refers to anyone that has been displaced as a direct result of conflict, either due to an incident, escalation of incidents or pre-emptive displacement due to perceived imminent conflict incidents. These conflict-affected displaced groups include recently (less than six months) and non-recent (more than six months since displacement) IDPs, returnees from Pakistan and Iran, and refugees (found only in the provinces of Paktika and Khost). In addition, remainee households are also included as a conflict-affected population in this assessment, referring to those that remain in conflict areas and are thus hard to reach. Finally, a host population group will be included in the assessment as a point of comparison, strengthening findings related to the worsening of protection concerns due to conflict and displacement.

5.3. Secondary data review

The initial stage of this assessment will consist of Secondary Data Review (SDR), in which REACH will coordinate with the relevant protection partners (most commonly the Cluster and Sub-Clusters, NRC and DRC) to consolidate all relevant articles, reports and existing datasets to better understand the protection environment and situation of conflict-affected populations in Afghanistan. To ensure this meets the standards required of this assessment, an SDR matrix will be produced for internal use, to inform research design.

This SDR process will allow key protection themes to emerge, ensuring consequential data collection and analysis is relevant to inform the environment and programming in-country. Furthermore, this process allows for existing tools and assessment data to be considered, ensuring this protection assessment fits into the broader protection information management sphere and aligns indicators with the work of other organisations.

Explicitly, the PACAP will build upon existing protection assessments, such as the NRC “Access to Tazkira and other civil documentation in Afghanistan” (2016) as well as several Samuel Hall and NRC protection assessments of IDPs. These sectoral specific or displacement group specific assessments provide the means through which indicators can be aligned and key research topics can be developed. This provides depth and breadth to existing information provisions while expanding research to fill information gaps relevant to protection programming. Furthermore, where possible, the PACAP will complement the Household Emergency Assessment Tool (HEAT) in Afghanistan, by streamlining indicators, if relevant. The project will also complement the recently completed REACH CHF-funded, nationwide Joint Education and Child Protection Needs Assessment, which identified a core set of vulnerabilities faced particularly by displaced children, in the education and protection sphere. By building on some findings from this assessment, the PACAP can further support the

programming of the Education in Emergency Working Group, as well as the Protection Cluster more broadly, encapsulating a wider set of population groups.

5.4. Primary Data Collection

As facilitator of this PACAP, REACH will establish a strong channel of communication with relevant protection partners, working in close collaboration with the Afghanistan Protection Cluster (APC) and UNOCHA in particular. Main communication with these channels will revolve around the assessment's research design phase, implementation and reporting, with REACH predominantly conducting the data collection and analysis stages of the research cycle. For an outline of the selected indicators for this assessment, designed in collaboration with all relevant partners and finalized during an indicator workshop with the HCAWG, see the following table:

Indicator group / sector	Indicator / Variable
Introduction	Data collection details
	Location
	Respondents details
Key characteristics & demographics	HH head by gender, age and disability
	Families and individuals by HH
	HH composition (age and gender)
	Number of breadwinners
	HH key vulnerabilities (Disability, pregnancy, breastfeeding, chronically ill)
Displacement	Displacement status
	Documentation of returnees
	Previous location
	Place of origin
Socio-economic wellbeing and livelihoods: Before displacement	Income: 30 days prior to displacement
	Primary income source: 30 days prior to displacement
	Expenditures on essential items: 30 days prior to displacement
Coping strategy use: Before displacement	Multi-Sector Coping Strategy Index (mCSI) - 7 days prior to displacement (for recently displaced populations)
Conditions in previous location	Exposure to protection concerns in previous location
	Access to services (education, health, markets, legal) in previous location
	Access to a sufficient amount of adequate drinking water before displacement
	Primary source of drinking water before displacement
	Primary latrine type used by household before displacement
	Primary shelter type before displacement
	Number of rooms in shelter before displacement
	Tenure status before displacement
	Fear of eviction before displacement
	Dependence on agriculture and livestock before displacement
Needs & concerns: Before displacement	Main concerns for household members (men/women/boys/girls) before displacement

	Priority needs: Before displacement
Push-factors for displacement	Decision to displace
Pre-displacement household differences	Perceptions of concerns among household members before displacement
Displacement conditions	Length of displacement
	Times of displacement
	Displacement intentions
	Displacement reality
	Incidents and separation during displacement
	Exposure during displacement
	Access to services during displacement
Displacement household differences	Perceptions of concerns among household members during displacement
Socio-economic wellbeing and livelihoods: After displacement	Income: in the last 30 days
	Primary income source: in the last 30 days
	Expenditures on essential items: in the last 30 days
Coping strategy use: After displacement	Multi-Sector Coping Strategy Index (mCSI) - 7 days prior to interview
Needs concerns: After displacement	Main concerns for household members (men/women/boys/girls) currently
	Priority needs: Before displacement
Conditions in current location	Exposure to protection concerns in current location
	Access to services (education, health, markets, legal) in current location
	Access to a sufficient amount of adequate drinking water in current location
	Primary source of drinking water in current location
	Primary latrine type used by household in current location
	Primary shelter type in current location
	Number of rooms in shelter in current location
	Tenure status in current location
	Fear of eviction in current location
	Dependence on agriculture and livestock in current location
	Access to civil documentation in current location
Impact of conflict	Impact conflict has had on Protection conditions for the household
Impact of displacement	Impact displacement has had on Protection conditions for the household
Post-displacement household differences	Perceptions of concerns among household members after displacement

Socio-economic wellbeing and livelihoods: Before displacement	Main income sources: 30 days prior to interview
Conditions in AoK	Exposure to protection concerns in area of knowledge (AoK)
	Access to services (education, health, markets, legal) in AoK
	Access to a sufficient amount of adequate drinking water in AoK
	Primary source of drinking water in AoK
	Primary latrine types used by households in AoK
	Primary shelter types in AoK
	Average number of rooms in shelters in AoK
	Tenure status types in AoK
	Fear of eviction in AoK
	Dependence on agriculture and livestock in AoK
	Access to civil documentation in AoK
Needs & concerns: Before displacement	Main concerns for household members (men/women/boys/girls) in AoK
	Priority needs in AoK
Impact of conflict	Impact conflict has had on Protection conditions in AoK
	Preference to displace or remain
	Future intentions of households in AoK
Remainee household differences	Perceptions of concerns among household members in AoK

Having agreed upon the Terms of Reference, indicators and tools, REACH will carry out the household level surveys and associated KIs in the Hard to Reach areas, though there remains potential for in-kind help from UNHCR, particularly with regard to refugee sample data collection in the provinces of Paktika and Khost. Data collection will be conducted over a one-month period, by trained assessment teams, who largely have previous experience working with REACH.

The sampling strategy used will allow for comparisons between regions overall as well as between the 10 priority provinces, identified and requested for inclusion by the APC, based on their prioritisation of provinces in their 2018 planning. These 10 provinces have the highest reported protection incidents and feature highest in the Cluster's severity scale. In addition, the sampling strategy will take into consideration displacement groups (IDPs, returnees and refugees) as well as host populations throughout Afghanistan. By drawing together existing datasets, namely REACH Informal Settlement Profiling data, UNHCR data and IOM DTM data, village-level sampling frame should be available, from which cluster sampling will be used to identify the number of households to be surveyed at the village level.² A similar methodology used for the REACH Multi-Cluster Needs Assessment and Joint Education and Child Protection Needs Assessments will be used for the PACAP. This cluster sampling will be designed to provide regional and priority province, as well as displacement group findings that are generalisable at a confidence level of 95% and a 5% margin of error. Furthermore, the sample size will then be increased to account for design effect associated with cluster sampling. In addition to these displaced populations, a host control group will be included, providing a point of comparison at a national level; a methodology included in the REACH Prolonged

² Given the population distribution within villages will be unknown, an even population density will be assumed, presenting a limitation of the data collection process.

IDP Assessment (2017). Random sampling will be used, allowing disaggregation at the regional level. Accordingly, the following sampling strategy will be implemented:

Region	Province	Non-Recent IDP HHs	Recent IDP HHs	Returnee HHs	Refugee HHs	Host HHs	Province Total	Region Total
Central	Bamyan	333	2	35	N/A	N/A	370	5113
	Daykundi	358	7	7	N/A	N/A	372	
	Ghazni	382	10	0	N/A	N/A	392	
	Kabul	298	1	115	N/A	N/A	414	
	Kapisa	359	1	0	N/A	N/A	360	
	Khost	336	20	26	N/A	N/A	382	
	Logar	210	4	178	N/A	N/A	392	
	Wardak	192	6	200	N/A	N/A	398	
	Paktika	173	16	137	N/A	N/A	326	
	Paktya	275	0	129	N/A	N/A	404	
	Panjsher	283	0	15	N/A	N/A	298	
	Parwan	251	46	16	N/A	N/A	313	
	Central Total		3450	113	858	281	411	
East	Kunar	332	4	179	N/A	N/A	515	2136
	Laghman	235	2	167	N/A	N/A	404	
	Nangarhar	275	0	130	N/A	N/A	405	
	Nuristan	239	3	0	N/A	N/A	242	
East Total		1081	9	476	166	404	N/A	
North	Badakhshan	397	11	12	N/A	N/A	420	4053
	Baghlan	324	2	78	N/A	N/A	404	
	Balkh	243	18	142	N/A	N/A	403	
	Faryab	337	56	0	N/A	N/A	393	
	Jawzjan	189	165	18	N/A	N/A	372	
	Kunduz	322	3	79	N/A	N/A	404	
	Samangan	268	5	109	N/A	N/A	382	
	Sar-e-Pul	206	145	31	N/A	N/A	382	
Takhar	310	0	47	N/A	N/A	357		
North Total		2596	405	516	0	536	N/A	
South	Helmand	383	12	6	N/A	N/A	401	2084
	Kandahar	341	7	50	N/A	N/A	398	
	Nimroz	326	5	37	N/A	N/A	368	
	Uruzgan	351	36	4	N/A	N/A	391	
	Zabul	215	25	7	N/A	N/A	247	
South Total		1616	85	104	0	279	N/A	
West	Badghis	353	20	0	N/A	N/A	373	1975
	Farah	220	54	113	N/A	N/A	387	
	Ghor	313	58	0	N/A	N/A	371	
	Herat	381	16	0	N/A	N/A	397	
West Total		1267	148	113	56	391	N/A	
							Total 15,361	

Given the scale of this assessment, it is assumed that a sufficient number of female headed households, required for disaggregation between male and female headed households, across the whole surveyed population, based on the estimated proportion of female headed households in Afghanistan, will be interviewed. As such, a male and female headed household stratification is not included in the sampling strategy. However, with this scale of data collection, comparison will be possible at the national level between male and female headed households with a 95% confidence level and 5% margin of error.

In addition to the household level survey, KIIs will be used to gather information on non-displaced but conflict-affected populations living in Hard to Reach areas of Afghanistan, including at least 30 of the priority 45 districts identified by the humanitarian community in-country. This will be included in the PACAP as an extension of data collection ongoing in the REACH Afghanistan Hard to Reach Assessment, whereby a set of protection based questions will be incorporated into one round of data collection completed during this project. For further methodological information, see the Hard to Reach ToR. These findings will not be representative, nor will the non-displaced conflict-affected population be comparable to other population groups in this assessment, but findings will be presented as a stand-alone section of the findings presentation and assessment report, capturing a broader range of conflict-affected populations relevant for the APC program planning.

Data collection will be conducted via Open Data Kit (Kobo Toolbox), and will be uploaded every evening by enumerators. Enumerators will also return to the office to debrief in the evening. Translations will be conducted and initial data cleaning will be carried out, identifying issues in data collection early on. The Senior Field Officer will be responsible for note translations, from Dari and Pashto to English. The Assessment Officer will be responsible for compiling all the notes, checking and cleaning the data, providing feedback and discussing issues with the Senior Field Officer.

5.5. Data Analysis Plan

Given the geographical spread of data collection, both the household-level data and the key informant interview data will be collected using an Open Data Kit (Kobo Toolbox) on smartphones used by enumerators. Throughout data collection, enumerators will debrief with Senior Field Officers (SFOs) followed by a debrief between SFOs and the Kabul-based Assessment Officer, to ensure high quality data collection and to ensure all safety precautions in the field are being adhered to.

All data analysis will be conducted by REACH, in close collaboration with the Protection Cluster and UNOCHA, to ensure relevance of findings to programming. All analysis will be conducted using SPSS, applying the pre-determined analysis plan developed during the research design phase, with specialised analysis being conducted based on needs during the analysis and output production stage. Both types of data collection will be triangulated with secondary data sources in order to address the above stated research questions. For each region and for each displacement group, REACH will produce a comparative analysis of the core protection concerns faced by the households.

Following all analysis, a set of relevant information products will be produced. Initially, a preliminary findings presentation will take place, disseminating targeted key findings to relevant UN agencies, partner organisations and other humanitarian actor, to directly inform program planning as well as the HNO for 2018. A public, clean dataset of all quantitative findings will be available on the Humanitarian Data Exchange and a single comprehensive report (including maps, tables and graphs), detailing findings and recommendations will be published. The results will be presented and all outputs disseminated in all appropriate cluster and coordination meetings.

6. Product Typology

Table 1: Type and number of products required

Type of Product	Number of Product(s)	Additional information
Assessment ToR	1	As per this document.
Report	1	One consolidated assessment report conveying detailed findings and associated programmatic recommendations.
Presentation	1	One preliminary findings presentation held with all project partners and donors.
Clean dataset	1	One publicly available, clean dataset, uploaded to the Humanitarian Data Exchange. Raw data and cleaning log will be made available upon request.
Map	1	One reference map of assessed areas, included in the report.

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	AO	CFP	HQ/Partners	Donor
Define indicator list and questionnaire	AO	CFP	HQ/Partners	Donor
Conduct indicator workshop	JAO	AO	Partners	Donor/HQ
Define sampling frame	AO	CFP	HQ	Donor
Integrate relevant indicators into Hard to Reach assessment	AO	CFP	HTR AO/HQ	Donor
Facilitate data collection	JAO/SFO	AO	CFP/Partners	Donor
Complete data cleaning	JAO/SFO	AO	CFP	Donor
Produce analysis plan	JAO	AO	CFP	Donor/HQ
Conduct analysis	JAO	AO	CFP/Partners	Donor/HQ
Draft skeleton report	JAO	AO	CFP	HQ
Hold preliminary findings workshop	JAO/AO	CFP	HQ/Partners/ Donor	Humanitarian community
Complete full report	JAO	CFP	HQ/Partners/ Donor	Humanitarian community

Note: JAO – Junior Assessment Officer; AO – Assessment Officer; SFO – Senior Field Officer; CFP – Country Focal Point & HQ – REACH Head Quarters

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, and will include training periods.
- Daily budget of 32USD is provided to each enumerator, inclusive of transport costs.
- Data collection hardware, such as smartphones capable of using Kobo toolbox, are already in possession of REACH and do not need to be purchased.

7.3. Work plan

	December	January	February	March	April	May	June
Secondary data review and partnership framework							
ToR drafting and validation							
Data collection tool design							
Analysis plan development							
Train data collection teams							
HH level survey data collection							
Key Informant data collection							
Data cleaning							
Preliminary findings presentation							
Report drafting							
Report validation							
Report dissemination							

8. Risks & Assumptions

Table 3: List of risks and mitigating action

Risk	Mitigation Measure
<i>Potential inaccessibility of particular sites due to security constraints or natural disasters</i>	<p>It is hoped that this risk can be mitigated by the existing presence REACH and associated project partners have in the field, as ongoing relationships may encourage community support. Furthermore, it is anticipated that project partners will share secondary information to assist implementation in the field. As such, daily monitoring of security situation to identify safe periods of data collection will take place. In lieu of sufficient safety precautions, Hard to Reach data collection methods will be implemented, largely with data being collected by phone.</p>
<i>Gathered data may be unreliable</i>	<p>This is a particularly significant risk during KII data collection, given the broad geographical area for which respondents will be commenting on, lowering the validity of responses, particularly compared to household-level responses.</p> <p>However, given the restrictions posed by hard to reach area data collection, this method provides the greatest insight into areas in which little information has currently been gathered. As such, findings from this component, whilst not necessarily generalisable, are a significant indicator of particular needs and thus serve as a basis for which further research may be conducted.</p>

Partners and/or ministries are unwilling to cooperate

Clear communication and outreach to key stakeholders conducted during initial stages of the project, with further strong relationships to be established as the project continues.

Note: For particular risks and assumptions associated with KII data collection in Hard to Reach areas, see the Hard to Reach assessment ToR.

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 Number of individuals accessing IMPACT services/products	# of downloads of related products from Resource Center	User monitoring	Country request to HQ	User_log	Y
		# of downloads of related products from Relief Web		Country request to HQ		Y
		# of downloads of related products from Country level platforms		Country team		N
		# of page clicks on related products from REACH global newsletter		Country request to HQ		Y
		# of page clicks on related products 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	<i>Afghanistan HNO 2019, Afghanistan HRP 2019, Afghanistan CHF Strategy 2018/19</i>
# 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 delivery Number of humanitarian	Perceived relevance of IMPACT country-programs	Usage M&E	Country team	Usage_Feedback and Usage_Survey template	<i>Indicated by Afghanistan HNO and HRP 2019 being directly informed by products</i>
		Perceived usefulness and influence of IMPACT outputs				
		Recommendations to strengthen IMPACT programs				

	documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived capacity of IMPACT staff Perceived quality of outputs/programs Recommendations to strengthen IMPACT programs				Usage survey will be conducted in July 2018, following the release of preliminary findings presentations and final reports, with the Protection cluster, UNHCR and UNOCHA.
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	Y
		# of organisations/clusters inputting in research design and joint analysis				Y
		# of organisations/clusters attending briefings on findings;				Y

10. Documentation Plan

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

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

Internal documents produced include:

- Workplan
- Cleaning and analysis plan
- Sampling plan
- Xls form

11. Annexes

1. Data Management Plan
2. Dissemination Matrix

Annex 1 : Data Management Plan

Administrative Data	
Project Name	Protection Assessment of Conflict Affected Populations (PACAP)
Project Code	02 DDY
Donor	CHF
Project partners	OCHA, IMPACT Initiatives, ACTED, Afghanistan Protection Cluster and all subsequent Sub-Clusters
Project Description	<p>The objective of this assessment is to identify the key protection-based needs and vulnerabilities of conflict-affected populations, specifically focusing on the impact conflict has on these needs and vulnerabilities.</p> <p>To achieve this objective the assessment, the PACAP will take a mixed methods approach. Primarily, to gather generalisable data for conflict-displaced households in each region, displacement group and for male- and female-headed households, a household level survey will be conducted, capturing protection concerns, with indicators being designed to outline the particular implications of conflict and displacement on these issues. In addition, to reach non-displaced conflict-affected populations, predominantly located in Hard to Reach locations, an existing network of key informants spread across at least 30 priority Hard to Reach districts will be used to gather insights from a broader geographical spread beyond easily accessible areas.</p>
Project Data Contacts	vincent.annoni@impact-initiatives.org ; megan.henery@impact-initiatives.org
DMP Version	1 February 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 household level surveys. The primary data will be collected using ODK forms (where security permits) and the processed data will be shared with all stakeholders.
How will the data be collected or created?	<p>REACH will deploy data collection teams to identified villages containing displaced populations. Data will be sent to ODK-based server by data collection teams. The REACH database officer will review incoming data for 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, and recorded in a data cleaning log. Raw and master databases are saved on the REACH server using REACH file name & document title standards.</p> <p>Electronic File Name: REACH_Countrycode_typeofdocument_Crisisname_mandatingbody_MonthYear Document Title: Countrycode_producttype_crisisname_monthYear</p>
Documentation and Metadata	

What documentation and metadata will accompany the data?

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 factsheets.

REACH will also add meta-data in the data-set of this assessment which contain:

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

Ethics and Legal Compliance

How will you manage any ethical issues?

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.

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 later, 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.

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:

- 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.

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.

How will you manage copyright and

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

Intellectual Property Rights (IPR) issues?	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?	<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>
How will you manage access and security?	<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>
Selection and Preservation	
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, humanitarianreponse.info website and REACH resource centre. 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 Centre.

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

Annex 2: Dissemination Matrix

A. **Key events and planning dates** of the broader humanitarian community, which should be taken into consideration when developing the dissemination plan:

	Internal Planning dates	External Milestones
January		
February		
March		
April		
May		-Preliminary findings presentation – around 10 th May
June	-All outputs finalised internally by 20 th June	-Publication and dissemination of all outputs by 30 th June
July		
August		-HNO workshop support – throughout August using assessment findings
September		-Provide support to cluster HNO general drafting, based on assessment – Throughout Sept
October		
November		
December		

B. **Dissemination plan:**

#	Products	Message	Stakeholders	Means of dissemination	Purpose	Responsible	Timeframe
Protection Assessment of Conflict Affected Populations (PACAP) – 02 DDY							
Program goal: Identify the needs and vulnerabilities of conflict-affected populations throughout Afghanistan.							
1	Terms of Reference	Outline of the objectives, purpose and methodology of the assessment	Protection Cluster and all Sub-Clusters	Version of the ToR to be emailed directly for feedback and final link to HDX to be emailed to all clusters by REACH	Build Understanding	REACH AO	28/2/2018
			Donor community (particularly OCHA)	Version of the ToR to be emailed directly for feedback and final link to HDX to be emailed to all clusters by REACH	Build Understanding	REACH AO	28/2/2018
2	Clean dataset	Provide the full assessment dataset, inclusive of all variables, facilitating transparency and conveying all available data to interested parties.	Protection Cluster and all Sub-Clusters	Link to HDX to be emailed to all clusters by OCHA	Build Understanding Inform Action	REACH AO	31/5/2018
			Donor community (particularly OCHA)	Link to HDX to be emailed to relevant donors	Raise Awareness Inform Action	REACH AO	31/5/2018
			Humanitarian actors (NGOs and consultancies)	Link to HDX to be shared via general product mailing	Build Understanding	REACH AO	31/5/2018

3	Preliminary Findings Presentation	Indicate the key findings from the assessment, particularly noting findings relevant to programming of partners and those suitable for support of the HNO.	All clusters in Afghanistan	Full findings presentation given to all cluster leads and co-chairs in Afghanistan	Build Understanding Inform Action	REACH AO	10/5/2018
			Donor community (particularly OCHA)	Full findings presentation given to all interested donors (OCHA/ECHO) invited via HCAWG mailing list.	Raise Awareness Inform Action	REACH AO	10/5/2018
			Humanitarian actors (NGOs and consultancies)	Presentation to be shared via general product mailing.	Raise Awareness	REACH AO	10/5/2018
3	Sub-Cluster Specific Findings Presentations	Outline the most relevant findings for each sub-cluster cluster in a concise presentation, relevant to each sub-cluster's specific programming.	Protection Cluster overall, MA, CPiE, GBV and HLP sub-clusters and working groups	Findings presentations given at all individual meetings Presentation emailed to cluster partners by OCHA to support for contributions to the HNO.	Raise Awareness Inform Action	REACH AO	31/5/2018
			Humanitarian actors (NGOs and consultancies)	Key findings from all sectors presentation given at ACBAR meeting targeting national NGOs. Powerpoint shared by ACBAR following the presentation.	Raise Awareness Inform Action	REACH AO	31/5/2018
			Donor community	Separate key findings presentation given at ACBAR meeting targeting ACBAR partners including donors Powerpoint shared by ACBAR following the presentation.	Raise Awareness Inform Action	REACH AO	31/5/2018
4	Support to the Protection Cluster HNO Narrative Submission	Use key findings from the assessment to strengthen the Protection Cluster's	Protection Cluster	Edited HNO profile submission shared with the cluster by email, followed by phone call to discuss.	Build Understanding	REACH AO	Post-project (likely October/November TBC)

		narrative submission to the HNO.	OCHA	Edited HNO profile submission shared with OCHA. (And whole HNO/HRP proofed for stats to support and strengthen messages conveyed in the narrative)	Build Understanding	REACH AO	Post-project (likely October/November TBC)
9	Assessment Report	Explicitly outline the key findings and consequential recommendations from the assessment report.	Protection Cluster and all Sub-Clusters	Link to Resource Centre to be emailed to all clusters by OCHA and directly emailed by REACH Final outputs presentation at HCAWG to present and distribute hardcopies of products?	Build Understanding Inform Action	REACH AO	30/6/2018
			Humanitarian actors	Link to Resource Centre to be shared via general product mailing	Build Understanding Inform Action	REACH AO	30/6/2018
			Donor community	Link to Resource Centre to be shared via general product mailing/directly via email?	Raise Awareness Inform Action	REACH AO	30/6/2018
			OCHA	Link to Resource Centre shared directly Printed reports to be shared with relevant people at OCHA + deposited in brochure stand	Build Understanding Inform Action	REACH AO	30/6/2018