

Research Terms of Reference

Protection Assessment of Fragmented Families

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, particularly of the Afghanistan Protection Cluster and other humanitarian actors, by gathering an in-depth understanding of the demographic profile and particular characteristics of a vulnerable fragmented family in Afghanistan.					
Specific Objective(s)	<p>Given the lack of research on this topic, this exploratory assessment will:</p> <ul style="list-style-type: none"> • Identify the broad categories of fragmented families, considering conditions such as the length of and reasons for separation. • Identify the dominant characteristics of a fragmented family that contribute to vulnerability to support the selection of such groups during programmatic interventions. • Outline the key vulnerabilities and primary needs of these vulnerable fragmented families, in line with programmatic relevance to the humanitarian community in Afghanistan. 					
Research Questions	<ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a) What are the broad types of fragmented family that exist in Afghanistan? b) Which factors influence a family's decision to separate, in cases of separation? c) How can these factors be delineated into fragmentation by choice or by force? b) To what extent do conditions, such as the reason for separation, length of separation and distance of separation affect the categorisation of these fragmented families? 2. <ol style="list-style-type: none"> a) Which conditions of a separated family typically contribute to increased vulnerability of such families in Afghanistan? b) What are the demographic and socio-economic profiles of different types of vulnerable fragmented families? 3. <ol style="list-style-type: none"> a) What are the specific concerns of these different types of identified vulnerable fragmented families? 					

	b) What are the consequential needs of these different types of identified vulnerable fragmented families?														
Research Type	Quantitative	X	Qualitative												
Geographic Coverage	Data collection in all five of Afghanistan's regions, focussing on the districts surrounding urban centres.														
Target Population(s)	All types of fragmented families, with 'fragmented families' referring to those which have family members residing in a different household or in which the family head has died. The degree of separation must extend to the separated family member residing at least in a different district. The separation cannot be associated with adult children moving to a new home.														
Data Sources	<p>Secondary Data:</p> <ul style="list-style-type: none"> 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 MMP (2017) Separated Families: Who stays, who goes and why? <p>Primary Data:</p> <ul style="list-style-type: none"> Extensive summarised desk review of relevant findings pertaining to the nature of fragmented families in Afghanistan. Complete and translated transcripts of all key informant interviews. 														
Expected Outputs	<ul style="list-style-type: none"> 1 Assessment Terms of Reference 1 Preliminary findings presentation 1 Comprehensive assessment report 														
Key Resources	REACH Country Focal Point REACH Assessment Officer REACH Senior Field Officers REACH Enumerator Teams														
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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

As conflict, natural disasters and ongoing insecurities continue to worsen the protection situation of Afghanistan's population into 2018. As such, the country is often characterised by its widespread and protracted displacement throughout all 34 provinces, with unprecedented levels of internal and cross border displacements (OCHA, 2017). However, amongst Afghanistan's diverse vulnerable populations, there includes an under-researched sub-category of displacement; separated families.

Broadly accepted within the humanitarian community, a separated family refers to a household in which one or more members have departed from their home, residing in a separate location out with the district. The remaining household, particularly those in which a female household lead remains without the capacity and agency of a household head, may present a unique set of cultural, financial and educational vulnerabilities as well as broader protection and security needs. However, little to no research exists on these families, thus presenting a significant information gap, affecting the relevance and effectiveness of humanitarian intervention planning. Given this research gap, this exploratory qualitative assessment intends to identify the nature and dynamics of a vulnerable separated family.

Moreover, initial planning and proposing of this assessment identified the need to broaden the interpretation of a separated family to include some of the potentially most vulnerable families affected by the removal of an integral member from the home. As such, the assessment broadens the scope from a separated family to a 'fragmented family'. This term includes both families in which at least one household member has left their home to reside elsewhere (a physical separation), and households in which the household head has died (a departing rather than a separation, with no scope of reunification). By including these groups, this assessment will present the core components of a fragmented family, highlighting the nature of such a family that exhibits vulnerabilities, allowing these groups to be incorporated into humanitarian intervention planning and would facilitate more specific assessments in the future.

3. Research Objectives

The overall objective of this assessment is to inform upcoming intervention planning, particularly by the Afghanistan Protection Cluster and other humanitarian actors, by gathering an in-depth understanding of the demographic profile and particular characteristics of a vulnerable fragmented family, to increase awareness of these population groups and support their inclusion in upcoming intervention planning. More specifically, due to the lack of in-depth research on the topic of family fragmentation, this exploratory assessment aims to:

- Identify the broad categories of fragmented families, considering conditions such as the length of and reasons for separation.
- Identify the dominant characteristics of a fragmented family that contribute to vulnerability to support the selection of such groups during programmatic interventions.
- Outline the key vulnerabilities and primary needs of these vulnerable fragmented families, in line with programmatic relevance to the humanitarian community in Afghanistan.

4. Research Questions

1. a) What are the broad types of fragmented family that exist in Afghanistan?

- b) Which factors influence a family's decision to separate, in cases of separation?
- c) How can these factors be delineated into fragmentation by choice or by force?
- b) To what extent do conditions, such as the reason for separation, length of separation and distance of separation affect the categorisation of these fragmented families?
- 2. a) Which conditions of a separated family typically contribute to increased vulnerability of such families in Afghanistan?
- b) What are the demographic and socio-economic profiles of different types of vulnerable fragmented families?
- 3. a) What are the specific concerns of these different types of identified vulnerable fragmented families?
- b) What are the consequential needs of these different types of identified vulnerable fragmented families?

5. Methodology

5.1. Methodology overview

This Fragmented Families Assessment draws upon a qualitative methodology, using Key Informant Interviews (KIIs) to achieve its objectives. These KIIs will be representatives of families in which family members have separated, or in which the family has separated leaving family members in the area of origin. Participants will be sought by exploring urban communication networks, ultimately snowballing outwards to include a variety of perspectives. The associated sampling strategy will allow for various categories of separated family, based on reasons for separation and type of separation, to be compared, as well as capturing regional difference. As such, some preliminary conclusions will be drawn based on typology, displacement groups and socio-economic backgrounds as well as other key emergent themes and characteristics. By broadening the scope of eligibility criteria, this reduces purposive sampling bias and facilitates reliable comparisons between vulnerable and non-vulnerable fragmented families.

5.2. Population of interest

The initial desk review will include a study of all fragmented family types. These families are defined as single-family households in which at least one member resides in a separate district to the main family. In addition, this includes families in which the family head, defined as the main decision-maker, has died in the last year. For this assessment, family separation is in reference to some version of a coping strategy and so does not refer to adult children separating from the family to move to a new home, such as for marriage.

5.3. Secondary data review

The initial and large component of this assessment comprises a secondary data review (SDR). In this assessment, the SDR will have two objectives; to provide the underlying support required for understanding the context, helping shape indicator selection, and to contribute to answering part of the first research question: "What are the broad types of fragmented family that exist in Afghanistan?". Given the limited research on the topic of fragmented families in Afghanistan, the assessment report will include a literature review chapter, compiling key findings on fragmented families in other contexts as well as consolidating the information that does exist within Afghanistan.

Moreover, this process allows for a broader understanding of the relevance of fragmented families within the humanitarian context to be gauged. SDR also allows synergies to be developed between existing protection assessments within Afghanistan, and on a global level, to draw comparisons between such assessments, further strengthening findings. This SDR process will allow the specific information gaps to be identified, in line with a response analysis framework, to ensure the tool meets the requirements of the humanitarian community.

5.4. Primary Data Collection

Following initial SDR and project planning, a qualitative methodology was decided upon, to capture the initial exploratory components of fragmented families, and to capture the in-depth perspectives of different family groups. Accordingly, Key Informant Interviews (KIIs) will be used to inform this assessment, as the expert knowledge of family members in which at least one member has been separated will provide the means through which the research objectives of this study can be met. As such, in close collaboration with UNOCHA and the Protection Cluster, broad themes and topics of interest were developed resulting in the following indicator-based topics:

Indicator group / sector	Indicator / Variable	Question Type/ Analysis
Literature review/SDR	Existing information and profiles of fragmented families in Afghanistan and more broadly	Research- based (not directly derived through questions)
Introduction	Data collection details	Closed
	Location	
	Respondents details	
Key characteristics and demographics	Respondent role within family (HH)	
	Family head gender, age and disability	
	Respondent gender, age and disability (if not family head)	
	HH composition (age and gender)	
Understanding of separation	Family division	Open
	Length of separation	
	Location of separated family members	
	Regularity and means of communication/ visitation	
Decision to separate	Reasons for fragmentation	Open
	Importance assigned to reasons for fragmentation by respondent	
	Identification of decision maker for separation (if applicable)	
	Timeframe of decision-making	
	Perception of autonomy during decision making	
	Factors affecting perception of autonomy during decision making	
Categorisation of fragmented families	Outline of the ways in which length/distance/reasons for separation collate into groups of fragmented family	Analysis based (not directly derived through questions)
Vulnerability of fragmented families	Main vulnerabilities of family	Open
	Perception of impact separation has on vulnerabilities	
	Outline of key demographic and socio-economic profile of vulnerable fragmented families	Analysis based (not directly derived through questions)
Concerns and needs of fragmented families	Main fears and concerns of family members in and around their community	Open
	Main priority needs of fragmented families	
Possibility of reunification	Reasons for reunification	Open

Following this indicator list development, an indicator workshop will be conducted with all members of the Humanitarian Coordinated Assessment Working Group, to ensure the intended indicators meet the requirements of the community and remain relevant for planning, such as for the HNO 2019. Once agreed upon, REACH will facilitate the development of these indicators into a Key Informant Interview (KII) questionnaire, in close collaboration with project partners; namely UNOCHA and the Protection Cluster. Questions will be largely semi-structured, with a small number of prompts provided to allow for open discussion, including key structured questions to gather respondent characteristics, making sure as much relevant information is gathered during the process.

Based on further SDR to come during the initial stage of this assessment, the following categorisation of fragmented families will be built upon:

	Family member left Area of Origin (AoO) (family remains)	Family left at least one family member in AoO	Whole family displaced & family separated into at least two parts	Family head died in the last year
Separated by force/necessity	Category 1	Category 3	Category 5	Category 7
Separated by free choice	Category 2	Category 4	Category 6	N/A

Then, having built upon and developed the above initial draft of fragmented family delineation, a sampling strategy was developed to allow comparisons to be made between different regions and separately allow comparisons to be made between different categories of groups. This allows for the nuances between the different categories to be captured, to indicate the specific needs and vulnerabilities of each group, helping to meet the objective of this assessment. Within the regions, respondents will be identified in districts surrounding the main urban centre. These districts are most relevant for separated families as it is likely household members will move from their home to urban centres for economic or safety gain. As such, the following table presents an indicative sampling strategy. However, data will be monitored throughout the data collection process, stopping once data saturation is met, potentially increasing sample sizes:

Region	Province of interest	Category 1 Interviews	Category 2 Interviews	Category 3 Interviews	Category 4 Interviews	Category 5 Interviews	Category 6 Interviews	Category 7 Interviews	Total Interviews
Central	Kabul	2	2	2	2	2	2	2	14
South	Kandahar	2	2	2	2	2	2	2	14
North	Balkh	2	2	2	2	2	2	2	14
West	Herat	2	2	2	2	2	2	2	14
East	Nangarhar	2	2	2	2	2	2	2	14
Totals per Category		10	10	10	10	10	10	10	70

Respondents will be selected for participation through purposive sampling, as their family members have been separated from their family and are thus knowledgeable on the research topic. The first wave of respondents will be identified through existing key informant and social networks accessed by REACH Afghanistan, from which further KIIs in each category will be identified through snowball sampling; with participants recommending other individuals in a similar situation which data collection teams would be able to reach out to, to ascertain whether they would be willing to participate in the assessment.

To complete this data collection, REACH will endeavour to use mixed gender teams of enumerators and where possible will conduct interviews with both male and female respondents, to capture the different perspectives. Each interviewee will be asked whether they are willing to participate prior to the assessment and written consent will be collected.

Once a final draft tool is created, enumerators will be trained on its delivery, and piloted with participants in the districts surrounding Kabul to ensure all questions are clear. A final training will be held to cover any changes needed, identified during the pilot. All staff will receive training in the appropriate administration of surveys, including their introduction to the participants (highlighting the confidentiality of the information, and the intended use of the data). Protection sensitivity will be included in enumerator training and any noted protection concerns shall be reported to the Senior Field Officer and Assessment Officer, and duly referred to the Protection cluster.

The survey will be designed and noted in written format. The interviewer will audio-record the session, provided permission is given by the interviewee, and handwritten notes will also be taken by the enumerator throughout the session. The process will work in a 2-day iterative cycle, with interviews being conducted one day, and transcribed into English by the enumerator, and analysis taking place the second day. This process allows for issues to be picked up early and can be used to inform the cycle and improve the quality of data collection. Moreover, continuous review of data collection allows for emergent themes to be discovered, with the data collection process adapting accordingly through the addition of probes or further questions to capture relevant findings. Each enumerator will debrief with a Senior Field Officer each night, focusing on more complex, open questions. This means issues previously not covered, or issues that we want further information on collected during the assessment can be explored. In conclusion, the enumerators will be responsible for providing in-depth notes. The Assessment Officer is responsible for receiving the translated notes, and providing feedback and discussing issues with the Senior Field Officer.

5.5. Data Analysis Plan

Having completed data collection for this assessment, qualitative analysis will take place using Nvivo qualitative software. This will allow for the key themes to emerge, focused on identifying key needs and vulnerabilities, relevant to informing the humanitarian community. The data analysis approach will also explore the possibility of relationship between key characteristics of respondents, facilitating the identification of groups of vulnerable fragmented families.

To achieve this, commonly implemented qualitative analysis procedures will be used to identify key themes and mechanisms within the data. The analysis will therefore focus on:

- **Frequency:** Analysis will take into account the number of times key information is reported throughout the surveys. However, as per best research practice, frequency has not been associated with higher or lower importance. Frequency will inform the analysis on how much these specific issues are spread amongst the research target groups.
- **Specificity:** More emphasis will be given to specific, detailed issues that were reported, always taking into account bias of the respondents.

6. Product Typology

Table 1 : Type and number of products required

<i>Type of Product</i>	<i>Number of Product(s)</i>	<i>Additional information</i>
<i>Assessment ToR</i>	1	As per this document.
<i>Report</i>	1	One consolidated assessment report conveying detailed findings and associated programmatic recommendations.
<i>Presentation</i>	1	One preliminary findings presentation held with all project partners and donors.

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
Facilitate data collection	JAO/SFO	AO	CFP/Partners	Donor
Complete data cleaning	JAO/SFO	AO	CFP	Donor
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 if required, 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							
Train data collection teams							
Key Informant Interviews							
Data analysis							
Preliminary findings presentation							
Report drafting							

Report validation	
Report dissemination	

8. Risks & Assumptions

Table 3 : List of risks and mitigating action

Risk	Mitigation Measure
<i>Gathered data may be unrepresentative</i>	<p>As an exploratory study, data collection focuses on the districts surrounding urban centres. This is likely to present a bias relating to the types of family found in these areas.</p> <p>However, as an initial study on this under-researched population group, it is anticipated that this assessment will shed light on this vulnerable population group, facilitating more detailed assessments in the future, mitigating the limitation at this stage in light of the potential research objectives at a later stage.</p>
<i>Partners and/or ministries may be unwilling to cooperate</i>	<p>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.</p>
<i>Some areas may be hard to reach due to security constraints</i>	<p>Given the nature of this KII-based assessment, this is not considered to be a significant concern, since data collection is based around urban-centres, in which conflict and other insecurities are less prevalent. However, should this be presented as an issue, 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.</p> <p>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.</p>

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	Afghanistan HNO 2019, Afghanistan HRP 2019, Afghanistan CHF Strategy 2019
# 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	Perceived relevance of IMPACT country-programs	Usage M&E	Country team	Usage_Feedback and Usage_Survey template	Indicated by Afghanistan HNO and HRP 2019 being directly informed by products <i>Usage survey will be conducted in July</i>
	Number of humanitarian	Perceived usefulness and influence of IMPACT outputs				

	documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Recommendations to strengthen IMPACT programs				2018, following the release of final reports, with the Protection cluster, UNHCR and UNOCHA.
		Perceived capacity of IMPACT staff				
		Perceived quality of outputs/programs				
		Recommendations to strengthen IMPACT programs				
Humanitarian stakeholders are engaged in IMPACT programs throughout the research cycle	Number and/or percentage of humanitarian organizations directly contributing to IMPACT programs (<i>providing resources, participating to presentations, etc.</i>)	# of organisations providing resources (i.e.staff, vehicles, meeting space, budget, etc.) for activity implementation	Engagement Monitoring	Country team	Engagement_log	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

Internal documents produced include:

- Workplan
- Sampling plan

11. Annexes

1. Data Management Plan
2. Dissemination Matrix

Annex 1 : Data Management Plan

Administrative Data	
Project Name	Protection Assessment of Fragmented Families
Project Code	02 DDY
Donor	CHF
Project partners	OCHA, IMPACT Initiatives, ACTED, Afghanistan Protection Cluster and all subsequent Sub-Clusters
Project Description	<p>The overall objective of this assessment is to gain an in-depth understanding of the demographic profile and particular characteristics of a vulnerable fragmented family, to increase awareness of these population groups and support their inclusion in upcoming intervention planning.</p> <p>To achieve these objectives, this assessment will implement a qualitative methodology, with key informant interviews taking place with the lead member of families in which at least one family member is no longer resident within the house. These interviews will take place either with the family head in cases where children or other members have been separated, or with the secondary decision maker, in cases where the family head is separated.</p>
Project Data Contacts	vincent.annoni@impact-initiatives.org ; megan.henery@impact-initiatives.org
DMP Version	10 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 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 paper forms which are ultimately translated, analysed and stored.
How will the data be collected or created?	REACH will deploy data collection teams to identified informal settlement sites. Data will be gathered and translated in each field base, then sent to the main Kabul office for analysis. The REACH database officer will review incoming

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

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

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
Fragmented Families Assessment (FFA) – 02 DDY							
Program goal: To identify the education situation and child protection concerns of children in displaced households in 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	Preliminary Findings Presentation	Indicate the key findings from the assessment, particularly noting findings relevant to programming of partners and	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

		those suitable for support of the HNO.	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 narrative submission to the HNO.	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)
			OCHA	Edited HNO profile submission shared with OCHA. (And whole HNO/HRP proofed for findings to support and strengthen messages conveyed in the narrative)	Build Understanding	REACH AO	Post-project (likely October/November TBC)

5	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